

## Preconstruction & Estimating Procurement Specialist

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### General Job Description

The Preconstruction & Estimating Procurement Specialist is responsible for the procurement support of the department to ensure projects get done on-time and with the highest possible quality. The specialist will lead correspondence with key vendors, external stakeholders and other internal departments on project pursuits.

This position is ever evolving as the preconstruction and estimating efforts develop with the growth of the company.

### Location

Centennial, CO

### General Responsibilities

- *Identify Solutions for Improvement in the Organization:* Through process analysis, this individual shall determine areas of potential improvement in terms of efficiency and company effectiveness, then develop appropriate solutions.
- *Information Dissemination:* Develop and facilitate high-quality and high-frequency communications throughout the company. Investigate and implement tools to achieve these goals.
- *Company "Handyman":* Act as an internal consultant to help multiple persons and departments within the organization develop programs and solutions to enhance efficient and/or effectiveness.
- *Training/Mentoring:* Promote the professional growth of the team. Continually pursue opportunities for personal career/training development.

### Job Specific Responsibilities include but are not limited to:

#### PRECONSTRUCTION & ESTIMATING

- Support the preconstruction department with RFP deliverables.
  - Assist in design and assembly of proposal submittal packages.
  - Design and construct power point presentations for project interviews and client presentations.
  - Update online subcontractor prequalification information as needed.
- Support the preconstruction department with vendor communication to assist the estimating quoting cycle.
  - Create new job files and populate with estimate copy file. Fill out project information in estimate copy file.
  - Complete the drawing/spec log to assure all drawings and specs are accounted for.
  - Upload files to electronic media file in job folder.
  - Invite vendors to bid project as directed by estimator.
  - Download, print and place addenda in project manual as directed by estimator.
  - Assist estimator by printing and organizing cut sheets as needed.
  - Schedule bid reviews and bid due dates.
  - Fill out bid forms in advance as applicable.
  - On bid day - Assist estimator in downloading, printing and organizing vendor quotes.
  - On bid day - General assistance, call vendors, take phone calls etc.
- Manage and update department meeting estimating calendar and print for every Monday sales meetings.
- Update Estimate worksheet | follow-up and see if vendors are bidding 2-3 days later.
- Update budget tool data – weekly.

- Update Vendor list and Engineer rating sheet – monthly.
- Maintain order as projects and department material is archived. Organize file system, create and update procedures.
- Track items that worked well during interviews and what we need to improve for each client.

#### **CRM**

- Work to coordinate and evolve CRM project details to be used for sales and RFP deliverables.
- Link estimates and budgets to CRM.
- Enter new opportunities and accounts into CRM.
- Use CRM data to track GC hit ratio and GC plan monthly.
- Process quarterly CRM sales data into BOA reports.

#### **TRAINING**

- Set up all events for Precon/Estimating team (association involvement, training, speaking events).
- CRM training for position and dept.

#### **Qualifications/Skills Required**

- Excellent time management and project tasking.
- Capable of learning new information.
- Be flexible to meet project deadlines.
- Prefer a basic understanding of preconstruction and marketing.
- Must have good written and oral communication.
- Must be detail-oriented.
- Possess strong interpersonal skills to work in a diverse, dynamic and fast-paced environment.
- Must be self-motivated and proactive to accommodate Weifield's business strategies.
- Must have excellent computer skills including MS Office products.
- Have entrepreneurial approach to problem solving and be accountable for project decisions and actions.

#### **Reporting**

The Preconstruction & Estimating Procurement Specialist reports to the Chief Estimator.

#### **Work Schedule**

Monday – Thursday 8 am -5pm. Fridays 8am – 3pm. These hours may vary based upon project bid dates.

#### **Measurements**

This position's success is measured by the following criteria:

- ability to start and manage projects proactively without guidance,
- development of process and tools that streamline estimating and create efficiencies,
- able to bring answers to the table and implement solutions quickly, and
- monthly one on one meetings.

## Compensation Package

<b>Start Date:</b>	TBD
<b>Status:</b>	Full-time
<b>Pay Rate:</b>	DOE
<b>Employee Health Insurance:</b>	Healthcare 100% of the "Base Plan" by WGC 1 <sup>st</sup> of the month following date of hire.
<b>Family Health Insurance:</b>	N/A
<b>Voluntary Dental/Vision Insurance:</b>	Portion paid by employee based on coverage selection after 60 days
<b>Disability &amp; Accident Insurance:</b>	Portion paid by employee based on coverage selection after 60 days
<b>Life Insurance:</b>	Portion paid by employee based on coverage selection after 60 days
<b>Flex Plan:</b>	Employee can set aside \$2650 pre-tax dollars for health/\$5000 for daycare after 60 days
<b>PTO:</b>	10 days per year 1-5, 15 days per year after 5 years. Seven paid holidays per year.
<b>401k/Safe Harbor:</b>	Participate after 60 days. Weifield matches 100% of investment up to 4% after 1 year.
<b>Schedule:</b>	The anticipated work schedule for the Preconstruction Coordinator will be Monday-Thursday 8am to 5pm and Friday 8am to 3pm. This position may require some overtime work. The time mentioned above will be compensated at adjusted rates.
<b>Current Driver's License Required:</b>	Yes

**Weifield Group Contracting LLC is an Equal Opportunity Employer.**