HVAC CONSTRUCTION- BID DESK ADMINISTRATOR

Posting ID: EM1872351A

Company Website: http://www.pennairgroup.com

Company: Penn Air Control, Inc.

Work Location: 5340 Cameron St ste 15, Las Vegas, NV 89118

Position Type: Part-Time

Salary: $15-$19

College Major(s): Construction Management (CEM), Mechanical Engineering (ME)

College Level(s): Undergraduate-Freshman, Undergraduate-Sophomore, Undergraduate-Junior

OVERVIEW

Penn Air Control, Inc is seeking a Bid Desk Administrator for our Las Vegas Office. The ideal candidate is organized, dependable, thrives in a fast-paced, multitasking environment with aggressive deadlines. Employee is responsible for assisting and providing support to Estimating with various administrative duties, project coordination, communicate with staff and clients as needed.

Roles and Responsibilities

● Perform administrative tasks to support the estimating department, project managers, and field personnel
● Will download plans, specifications, review of both plans, submittals, specifications
● Determine scopes of work and provide Estimates / Bidding
● Laying out specifications in TAB, Duct Cleaning, DALT & Commissioning for my review.
● Maintain various estimating and project logs
● Perform quantity take-off in a manner and level of detail consistent with the project goals
● Input estimate data into appropriate (MS Excel or other software system)
● Communicate effectively, clear and concise (verbal, written, and graphics)

Education and Qualifications

● 1-2 years of successful cost estimating/bidding experience for construction/engineering projects
● Efficient in using dropbox for uploading and downloading plans, specs, etc. project specifics
● Must be proficient in Microsoft Office (Excel, Project, Powerpoint, Word, Outlook)
● Ability to read, understand and organize mechanical construction plans and specifications
Preferred Skills

- Excellent communication skills, both written and oral
- Strong attention to detail
- Professional, personable and a team player
- Strong organizational and problem solving skills
- Ability to work independently and with minimal structure while exercising great judgment
- Strong Ability to multitask, prioritize, and work well under pressure to meet established deadlines
- Goal oriented with the ability to plan and see long term

How to Apply

Email resume to erika@pennairgroup.com