

Bid Coordinator

D. Suehiro Electric, Inc. is a locally owned, mid-size electrical contracting company that has been doing business in Hawaii for over 30 years. We are looking for a new team member with a great attitude and strong work ethic to assist our estimators with coordinating and managing bids. If you're interested in learning and growing with an established company, please send detailed resume with your contact information.

Responsibilities Include:

- Obtain and manage bid documents, including downloading plans and specifications and organizing for estimators
- Maintain and update our internal bid schedule
- Contact suppliers to request for quotations
- Coordinate and schedule site visits with general contractors/owners
- Request and track bid results once proposal is submitted
- Once awarded, meet with project team for a smooth transition.

Education and Skill Qualifications:

- Electrical background is preferred, but not required.
- Previous construction experience is preferred, but not required.
- Must have effective multi-tasking and organizational skills.
- Must have effective written and verbal communication and interpersonal skills.
- Must have knowledge of Microsoft Excel, Outlook, Word and Adobe Acrobat.
- Ability to read plans and specifications is preferred.
- Experience with construction estimating software is preferred.
- Experience with AutoCAD or similar drafting software is preferred.

Emphasis on:

- Detail orientated, accurate, organized
- Proactive and self-motivated
- Resourceful
- Ability to effectively communicate with employees/business contacts daily
- Able to manage multiple bids simultaneously
- Responsible and capable of meeting tight deadlines
- Able to prioritize effectively/efficiently
- Passionate about learning