

1.24.2018

JOB DESCRIPTION

Job Title: Estimating Coordinator

Reports to: Manager of Estimating
Department: Customer Services

FLSA Status: Exempt
Division: Customer Operations

The Company: Inside Edge (www.iecis.com)

Inside Edge is a progressive, entrepreneurially spirited company headquartered in Eagan, MN. Originated in 2004, the company has grown to be the national leader in commercial retail flooring services, in addition to serving the top senior living chains. We do business with the nations "Top 40" retailers. The company's program approach is unique in the market and is supported by industry leading technology - - including a proprietary IEX on-line project management system - - which has enabled significant growth.

Job Summary: This is an entry-level position that requires managing and coordinating administrative details related to flooring project estimates. A significant amount of time is spent downloading and organizing plans and bid documents from web sites. The ability to communicate effectively with colleagues, customers, and project managers via e-mail and phone on a regular basis is important, as well as the ability to work independently. The job requires the ability to juggle multiple projects and tasks at one time and can require responsiveness at a fast pace. The person in this role needs to be comfortable with changes and highly adaptable, while still having a respect for procedures.

Duties and Responsibilities include the following (other duties may also be assigned):

- To act as the key administrative coordinator for the estimating services group.
- To download and organize plans and bid documents from various industry FTP web sites.
- To ensure that flooring project estimates are coordinated and move forward in a timely manner and make changes and adjustments as needed.
- To have a keen eye for detail, a respect for protocol, the ability to follow procedures with accuracy, and to effectively manage the amount of time required to complete project "take-off's", which can vary depending upon the project requirements.
- To coordinate bid documents and project plans or blueprints and other pertinent information needed for estimating purposes and to ensure others are informed of changes and developments.
- To "own" problems and see them through to completion and keep stakeholder parties involved and informed at all stages, as necessary.

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- To attend Estimating Team meetings as required to share information regarding customer requirements.
- To demonstrate an “I can” attitude and be alert to ways we can create new efficiencies in the estimating process.
- Operate in an organized fashion that assures efficiency, accuracy and confidentiality.
- Commit to professional development through self-paced study and/or relevant training as approved by Manager; exhibit an aptitude to continually learn.
- Performs other related duties as assigned and demonstrate willingness to be flexible and take on emerging challenges.

Competencies

- Organization/Coordination
- Oral Communication
- Written Communication
- Multi-tasking
- Interpersonal Skills
- Computer Literacy
- Excellent Keyboard Skills
- Reading Skills
- Time Management
- Excel/Microsoft Office
- Basic “Photo” Editing

Education/Experience:

A Bachelor’s Degree or a two-year degree in a construction related field preferred.
Knowledge of AutoCad and experience with FTP websites desirable.