

BID COORDINATOR

JOB BRIEF

The job duties include writing and completing estimates received from our field based staff on housing repair and property preservation.

BID COORDINATOR RESPONSIBILITIES INCLUDE

- Writing and completing estimated received from our field based and office staff;
- Quality control, review of information received from field based and office staff;
- Communicate with our field based and office staff;
- Audit information from our database and accurately transfer to client systems;
- Ability to read and follow instructions for multiple database platforms;
- Create spreadsheets and use formatted spreadsheets in excel;
- Verify data by comparing it to source documents;
- Update existing data;
- Retrieve data from the database as requested;
- Prioritize work flow;
- Assist all departments as needed.

REQUIREMENTS

- Experience in Property Preservation Industry and/or home repair estimating;
- Fast typing skills;
- Knowledge of RepairBae and XactPRM;
- Knowledge of word processing tools and spreadsheets (MS Office Word, Excel, Microsoft Outlook etc.);
- Working knowledge of office equipment and computer hardware and peripheral devices;
- Excellent knowledge of math;
- Excellent oral and written communications skills;
- Must have good attention to detail;
- Must be able to work overtime when needed;
- Interact with field personnel, office staff and owners professionally;
- Organized, efficient and able to handle multiple task;
- High school degree or equivalent;
- Must be able to pass a background check;
- Must submit to a drug screening

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