

POSITION: Bid Clerk / Support Specialist

HIRING VP/DIRECTOR: VP of Commercial Sales

DATE PREPARED: August 30, 2015

JOB OBJECTIVES (Purposes of the position):

The main function of this position is handling incoming bid requests arriving through fax machine, phone call, e-mail, and Dominion sales rep. The majority of these bid requests will come through electronically via e-mail with attached construction drawings and specifications. Success in this fast-paced department requires a highly charged individual capable of multitasking. Must copy, organize, and maintain files; handle correspondence; prioritize; execute good judgment; and demonstrate initiative and tact with customers and staff on all levels, as well as keep staff alert of potential problems. Also:

1. Coordinate daily bids process and enters and updates data into FUSE job management system
2. Monitor fax machine and copier throughout the day and refill copy paper and toner as needed
3. Maintain bid filing system by filing every Friday the prior week's bids
4. Answer phone calls directed to the bid desk phone
5. Maintain file cabinet for Array and small FUSE orders keeping filed neatly and in alphabetical order
6. Assist Project Managers or Quotations staff with assembling of Submittals or Operations and Maintenance Manuals if help is required
7. Assist Management, Project Managers or Quotations staff with report maintenance such A/R (accounts receivable) A/P (accounts payable) and or Job Control Financial Summary close-outs
8. Help set up job folders and paid invoice filing for Project Managers
9. Perform other similar or related clerical duties as necessary

ESSENTIAL JOB FUNCTIONS (Functions essential to attaining job objectives; describe in terms of end result, not process for getting there):

1. Must speak English and have proficient writing skills in English
2. Must be proficient in Windows XP or Windows 7, MS Office, Word, Excel, and MS Outlook/Calendar
3. Experience with knowledge of scheduling concepts and techniques
4. Excellent customer service skills
5. Ability to define and communicate processes effectively
6. Strong communications and interpersonal skills (a must)
7. Self-starter, requiring little or no supervision
8. Dependable team player, detail-oriented, accurate, organized and flexible, able to handle multiple tasks, often working under deadlines
9. Exhibit good judgment, determination, and perseverance during difficult processes

NON-ESSENTIAL FUNCTIONS (Marginal tasks performed or anticipated to be performed by incumbent of this position):

CRITICAL SKILLS/EXPERTISE/LICENSES (Needed for this job specifically):

High School graduate; post-secondary education desirable but not required

EQUIPMENT / DEVICE OPERATION:

List all computers, or other hardware required to perform this job: desktop computer workstations	List all computer software required to perform this job: company and office management software, (i.e. word processing, spreadsheets, timeclock entry	List all office machines required to perform this job: printers, copiers, telephones
List other machines (inc. heavy equipment) required to perform this job: N/A	List all tools involving manipulation required to perform this job: N/A	List all vehicles that must be operated to perform this job: NA

PRIOR EXPERIENCE WITH ANY EQUIPMENT/MACHINES/SOFTWARE REQUIRED: No

PHYSICAL REQUIREMENTS:

Check each of the physical abilities required to perform the essential functions of this position. Please comment in the space provided to elaborate or further or explain this position's mental capability needs.

X	PHYSICAL REQUIREMENTS
X	Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces
X	Bending and Stooping: Bending body downward and forward by bending spine at the waist (6 hours per day)
X	Climbing: Ascending or descending ladders, scaffolding, ramps, poles, and other devices using feet and legs and/or hands and arms. Body agility is emphasized.
X	Climbing Stairs: Ascending or descending stairs to access to a building or move from one floor to another
	Crawling: Moving about on hands and knees or hands and feet (___ hours per day)
X	Light Carrying: Physically transporting items weighing less than 15 pounds from one location to another.
	Moderate Carrying: Physically transporting items weighing 15 to 44 pounds
	Heavy-Carrying: Physically transporting items weighing 45 pounds and over
	Fingering: Picking, pinching, typing, or otherwise working primarily with fingers versus the whole hand or arm
X	Grasping: Applying pressure to an object with fingers (including thumb) and palm
X	Hearing: Ability to hear enough to be able to detect specific noises, proper equipment operation; understand what employees/clients are saying in normal conversation.
	Kneeling: Bending legs at knees to come to rest on one or both knees (___ hours per day)
X	Light Lifting: Raising objects under 15 pounds from a lower to a higher position or moving objects horizontally from one position to another
	Moderate Lifting: Raising objects 15-44 pounds
	Heavy Lifting: Raising objects 45 pounds and over
X	Mobility Requirement: Be able to move throughout the warehouse facilities.
	Pulling Hand Over Hand: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion (___ hours per day)
	Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or upward (___ hours per day)
X	Reaching Above shoulder: Extending hand(s) and arm(s) in any direction
	Repetitive Motion: Substantial movements of the wrists, hands, and/or fingers for sustained periods of time
X	Sitting: Particularly for sustained periods of time
	Standing: (8 hours per day)
X	Visual Requirement: Be able to see and read PC screens; detect color coding, read fine and/or normal size print.
X	Walking: Moving about on foot, particularly for long distances (8 hours per day)
	Additional physical capability requirements:

MENTAL REQUIREMENTS:

Check each of the mental abilities required to perform the essential functions of this position. Please comment in the space provided to elaborate or further or explain this position's mental capability needs.

X	MENTAL CAPABILITY REQUIREMENTS
	Comprehension
X	Ability to understand, remember, and apply oral and written instructions or other information
X	Ability to understand, remember, and communicate routine, factual information
X	Ability to understand complex problems and to collaborate and explore alternative solutions
X	Ability to understand opposing viewpoints on highly complex issues and negotiate/integrate different viewpoints
	Organization
X	Ability to organize thoughts and ideas into understandable terminology
X	Ability to organize and prioritize own work schedule on a short-term basis
X	Ability to organize and prioritize own work schedule on a long-term basis
X	Ability to organize and prioritize work schedules of others on a short-term basis
X	Ability to organize and prioritize work schedules of others on a long-term basis
	Reasoning and Decision Making
X	Ability to apply common sense in performing job
X	Ability to make decisions which have moderate impact on immediate work unit
X	Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit
X	Ability to make decisions which significantly impact the department's credibility, operations, and services
	Communication
X	Ability to understand and follow basic instructions and guidelines
X	Ability to complete routine forms, use existing form letters and/or conduct routine oral communication
	Ability to compose emails, letters, outlines, memos, and basic reports and/or to orally communicate technical information
X	Ability to communicate with individuals using a phone; requires ability to hear and speak effectively on phone
X	Ability to express or exchange ideas by means of the spoken word, communicating orally with others accurately, loudly, and quickly
X	Ability to make informal presentations, inside and/or outside the organization.
X	Ability to compose materials such as detailed reports, work-related manuals, publications of limited scope or impact, etc., and/or to make presentations outside the immediate work area
	Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact, etc., and/or to make formal presentations
X	Ability to do detailed work efficiently and calmly under pressure and deadlines
X	Ability to communicate effectively and politely with co-workers, clients, customers and the public
	Mathematics
	No mathematical ability is required
X	Ability to count accurately
X	Ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy
	Ability to compute, analyze, and interpret numerical data for reporting purposes
	Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models