



Position:
Estimating Coordinator

Primary Responsibilities:

- Obtain plans and specifications for bidding
- Maintain subcontractor database used for sending Invitations to Bid
- Prepare and assemble all necessary documents for submission of Request for Proposal or Request for Qualifications
- Update job references for past projects to be used in proposals
- Update Galaxy Builders, Ltd. personnel resumes to be used in proposal preparation

Other Duties & Responsibilities:

- Schedule meetings and travel arrangements for Chief and Senior Estimator
- Coordinate “bid day” operations – fax machines, telephone calls, lunch, etc.
- Assist Chief Estimator with follow up phone calls to subcontractors

Job Requirements:

- Past experience with a construction firm – especially in estimating is preferred but not mandatory
- Be able to multi-task and work in a deadline driven environment
- Strong organizational skills
- Self-starter being able to stay on task with minimal supervision
- Computers skills: Microsoft Word & Excel, Outlook

Send Resumes (By mail or fax) to:
Galaxy Builders, Ltd.
4729 College Park
San Antonio, TX 78249
P 210.493.0550
F 210.448.7722

(Please indicate position you are applying for in subject line of fax)