



JOB DESCRIPTION FORM

Job Title:	Executive Assistant / Operations Coordinator
Department:	Operations
Classification:	Exempt
Job reports to:	President

Job Summary

The primary role of the Executive Assistant / Operations Coordinator is to provide support to the President in all aspects on a day-to-day basis.

The Executive Assistant / Operations Coordinator also facilitates the organizational management of the estimating process and to provide support to the estimating department throughout the bid process. This includes overseeing all incoming proposal requests, providing all bid documentation to the appropriate estimating personnel, managing all internal/external communication as it relates to each opportunity, managing external contacts and archiving all relevant information for posterity.

Key Responsibilities and Activities

- Support President in all aspects as required.
- Manage daily schedules and keep calendars updated.
- Interface with internal and external clients.
- Draft internal and external correspondence.
- Act as employee/management liaison.
- Arrange domestic and international travel, plan board meetings, events and company parties.
- Manage all incoming proposal requests from outside contractors and forward to the estimating staff to get response on whether BMC will bid on project or not.
- Print important documents along with maintaining filing system.
- Formally notify contractor of our decision to pursue project or not.
- Prepare estimating package including "bid folder" with all relevant information on project along with printed drawings to be delivered to assigned estimator.
- Maintain weekly bid-lists to be distributed to appropriate BMC personnel, suppliers and subcontractors.
- Manage BMC Dropbox account to ensure up-to-date bid documentation is current and available to BMC personnel, suppliers and subcontractors.
- Notify estimating staff of all addendums and/or additional information that is delivered to BMC outside of original bid package.
- Follow up with General Contractors regarding outstanding bids, future bids, etc.

Basic Areas of Knowledge and Skills

- Good project and time management skills
- Knowledge of business and management principles
- Strong analytical skills
- Organizational skills
- Leadership skills
- Ability to work collaboratively
- Excellent verbal and written communication skills
- Mechanical and Plumbing experience preferred

Minimum Requirements

- “Take charge” attitude with 3-5 years of C-level assistant experience.
- Experience of 2-4 years with a construction company is preferable. Plumbing or HVAC experience is a plus
- Superior organizational and time management skills.
- Strong computer skills in Word, Outlook, Excel, PowerPoint, MS Teams and GMail/Google Calendar.
- Experience with Bluebeam is a plus.
- Work well under pressure, understand and relay to others sense of urgency as needed.
- Proactive attitude and ability to prioritize and manage constantly shifting priorities.
- Possess a high level of discretion and confidentiality.
- Detail oriented and ability to take initiative on essential business priorities.
- Type accurately 55 - 60 words per minute.
- Notary (or willing to get certified)

Essential Mental Functions

Ability to multi-task in a fast-paced environment while meeting critical deadlines.

Essential Physical Functions

- Ability to sit for long periods of time.
- Ability to lift 20 lbs.
- Ability to show up for work on a daily basis.

Equipment Used

Computer, fax, telephone system, postage machine, and copier/scanner.

Signatures:

Employee Signature _____
Date

Employee Name (printed)

Supervisor Signature _____
Date

Supervisor Name (printed)

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.