

JOB OPPORTUNITY

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| **JOB INFORMATION** |
| **POSITION TITLE:** Bidding/Pricing Specialist **DATE:** July 28, 2021**COMPANY:** GPRS – Peterson Sign Company**DEPARTMENT:** Sign Shop **POSTING:** 2021 - 057**REPORTS TO:** Sales ManagerAddress: 660 Mapunapuna St., Honolulu, HI 96819 |
| **PRINCIPAL DUTIES** |
| 1. Reviews various sources of product information and seeks out appropriate projects to fulfill the Company’s market objectives and goals. Provides reports as requested.
2. Reviews contract documents of prospective projects and conducts pre-bid site investigation / inspection to verify pertinent existing conditions. Performs quantitative takeoffs for project estimates, recognizes time frame of work, accounts for future escalations, and submits bid/estimate proposal in a timely manner. Follows up on bid results.
3. Defines project scope of work with management, sales team and sign shop personnel. Provides sign shop personnel with pertinent information (plans, specs, submittal file, etc.) to perform work.
4. Submits Requests for Information (RFI) when needed, and provides estimating support for change order requirements.
5. Solicits subcontractor and material supplier quotes and reviews for selection process. Provides good faith effort as required for minority participation goals.
6. Reviews subcontract agreements for alignment with quoted proposal (scope of work, quantities, and pricing).
7. Processes submittals and initiates procurement.
8. Retains historical data on productivity/cost, activity processes and project issues as reference and guidelines to prepare estimates.
9. Provides cost estimates for all Company sales representatives for all types of signs including installation and/or removal, as needed. Signs may include, but are not limited to, regulatory and warning signs, digital banners and wraps, channel letters and lightboxes, digital media displays and metal/plastic cut letters.
10. Maintains current knowledge of industry products to represent the Company as a credible resource regarding new products and product options, to serve as a resource person for the sales staff and to establish competitive pricing.
11. Performs other duties as assigned.
12. Promotes awareness of and follows Company, jobsite, and other safety policies.
13. Exhibits a core understanding of mutual respect and good customer service orientation in interactions with all people in the workplace.
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| **PRINCIPAL REQUIREMENTS** |
| 1. College degree preferred.
2. 3 years’ experience in the construction or construction-related industry; 2 years of direct experience with signs and graphics preferred.
3. Proficiency with Excel, working knowledge of Word and, Email; aptitude to learn in-house systems; keyboarding skills sufficient to complete daily tasks in a timely manner.
4. Excellent math skills to review and analyze financial data and perform calculations related to daily tasks.
5. Able to read and understand financial documents, project specifications, and technical product information.
6. Blueprint Reading preferred.
7. Valid driver’s license and favorable traffic abstract.
8. Excellent interpersonal skills for effective internal and external communications and ability to build and nurture business relationships.
9. Excellent organizational and documentation skills.
10. Able to work independently and meet critical deadlines on a consistent basis.
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Note: The above reflects essential information to describe the characteristics of the job and shall not be construed as a detailed list of all job requirements, nor shall it in any way limit the right of management to assign work or direct the work force.