



## **Estimating Coordinator and Marketing Director**

Behan Bros., Inc.

Job Type:

Full Time

Job Description:

Behan Bros., Inc. is a family owned and operated General Contracting and Construction Management company hiring a full-time Office Manager. Since 1973, we have set a standard of excellence in projects ranging from expansive luxury homes, to large and technically demanding commercial structures.

We are looking for an Estimating Coordinator that is organized, attentive to detail, and efficient with task completion. Experience with social media management and Procore a plus.

Responsibilities:

- Create proposals and complete estimates for assigned projects
- Evaluate bids from subcontractors and recommend which bids should be accepted or rejected
- Oversee and manage all bid activities and communication including change orders and revisions
- coordinate bids and pricing for our owners to review
- Solicit, collect, and analyze subcontractor/vendor budgets and quotations.
- Prepare and participate in the presentation of proposals, discussion of project scope, estimated costs, risks, and opportunities content with customers
- Develop long term relationships and build partnerships with customers, subcontractors and suppliers
- Maintain company website and social media
- Manage social media strategies/calendar

Pay:

Based on qualifications, top in industry

To apply:

Send your resume and references to: [office@behanbros.com](mailto:office@behanbros.com)