



Baldwin General Contracting Inc

1224 Santiam Rd. S.E. • P.O. Box 686

Albany, Oregon 97321

Voice: 541-926-2719

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CCB 163467

Job Title:	Receptionist/Estimating Assistant	Job Category:	Administrative / 8am – 5pm
Location:	Corporate Office	Travel Required:	No
Level/Salary Range:	DOE	Exempt / Non-Exempt:	Non-Exempt

Job Description

ROLE AND RESPONSIBILITIES

The Receptionist/Estimating Assistant for Baldwin General Contracting, Inc. is a combined position. The Receptionist duties are very light, but necessary for the professional appearance of the company.

The person works under the supervision of the VP of Preconstruction for most of their duties with some input from the Business Support Manager for the Receptionist duties.

As the Receptionist this person acts as the first point of contact for internal and external clients. Arrives as scheduled and ready to work greeting people, answering phones, and coordinating meetings/events in a fast paced, learning based environment. Works effectively as a team member and follows BGCI Company Policy & Procedures.

As an Estimating Assistant this person contributes to the preconstruction team by making solicitation calls to subcontractors, preparing documents and updating spreadsheet/database files as needed.

ESSENTIAL RECEPTION JOB FUNCTIONS

- Maintain consistent presence at front desk
- Answer phones with a professional greeting, route calls appropriately
- Inventory of office consumables, preparation of purchase order
- Manage incoming/outgoing mail
- Take meeting minutes at weekly staff meetings, and as otherwise required
- Maintain cleanliness and organization of conference room, lobby, and break room
- Update employee telephone list, distribute to office staff
- Close office nightly
- Other tasks as requested/required

ESSENTIAL ESTIMATING ASSISTANT JOB FUNCTIONS

- Bid Calls
- Attending bid walks or bid drop off
- Prepping of bidding documents
- Printing plans and estimating documents
- Updating and maintaining our contact management system
- Will be trained in plan review
- More duties and responsibilities will be assigned as skill level is identified

QUALIFICATIONS

High school diploma or equivalent, with preference for additional education or certification. Working knowledge of basic office procedures and common office equipment. Strong proficiency in MS Office, especially Outlook, Word, and Excel. Ability to manage time well and work independently or collaboratively. Excellent oral and written communication.

EQUIPMENT USED

Multi line phone system, desk top computer, printer/scanner/copier, postage machine, conference room screens and remote equipment.

ESSENTIAL JOB REQUIREMENTS: EMPLOYEES MUST BE ABLE TO FUNCTION WELL ABOUT THE FOLLOWING:

Ability to sit and/or stand for extended periods of time, ability to use a computer for extended periods of times, ability to lift, carry and transport up to 25 pounds, ability to provide own transportation as deemed necessary.

NOTE: JOB DESCRIPTIONS MAY CHANGE FROM TIME TO TIME DUE TO SPECIFIC WORK REQUIREMENTS.