

Dana Kepner Company of Wyoming, Inc.
Job Description

Job Title: Inside Sales/Estimator
Reports To: Branch Manager

SUMMARY

Read daily bid request documents and order or download plans and specs for materials supply bidding. Bidding involves strict deadlines. Work with plans and specs for bidding construction projects that involve water and wastewater piping and supplies. Communicate with engineers regarding specifications for projects. Contact vendors for quotations for our bidding purposes.

Enter quotes in computer per bid documents. Assist outside salespersons; contractors; and municipalities with information for bidding and orders.

Search and assemble submittal information; certifications; WYDOT Certs; etc. for submitting to contractors for engineer review and approvals.

Computer order entry for materials per submittals and specifications.

Computer entry for sales orders for quoted jobs and day to day orders.

Detail oriented and able to meet competing demands and deadlines.

Work hours are 8am-5pm Monday thru Friday

