

# CONSTRUCTION SOFTWARE TECHNOLOGIES

## JOB DESCRIPTION



<b>JOB SPECIFICS</b>			
<b>Position Title:</b>	Bid Clerk	<b>Location:</b>	Blue Ash
<b>Reports To:</b>	Manager of Market Reporting	<b>Exemption Status:</b>	Non-exempt
<b>Department/Division:</b>	Market Reporting	<b>Travel:</b>	None
<b>Department Manager Approval</b>		<b>Date Modified:</b>	6-12-08
<b>Human Resources Approval</b>		<b>Date Approved:</b>	

### Position Purpose:

The Bid Clerk is responsible for data entry of bidder lists, bid results and all other pre and post bid information for iSqFt. This position requires heavy data entry. This department requires people that have fast and accurate data entry proficiency.

### Essential Duties & Responsibilities:

- Data entry as assigned including but not limited to:
  - Bidder lists
  - Bid award information
  - CSI Code information
- Obtains CSI Code information from online plans and specs in IPR as directed
- Obtain Bidder List and Award information from websites as directed
- May perform other tasks as directed by supervisor
- Masters proprietary software and inputs data obtained from sources into the iSqFt system and insures accuracy and timeliness of all content
- Completes daily, weekly and monthly reports as assigned
- Maintains strong working relationships with iSqFt content team members

### Essential Knowledge, Skills & Abilities:

- Proficient in using internet and web based research
- Typing proficiency up to 35 WPM
- Ability to use Microsoft Word, Excel and Outlook
- Must enjoy heavy data entry with the ability to process 25-30 documents per day
- Ability to work independently as well as with a team, ability to multi-task, and manage time, and prioritize tasks
- Highly energetic with a desire to surpass goals set
- Ability to work well under pressure
- Performs miscellaneous clerical functions and special projects as assigned

### Experience and Educational Requirements:

1. High School Diploma or GED
2. Construction background preferred
3. Experience in alpha numeric data entry required

**Physical Demands & Work Environment:**

Works long periods at desk. Heavy data entry.

**Reporting to this position:**

None

TO APPLY FOR THIS POSITION PLEASE USE THE FOLLOWING LINK:

<https://home.eease.com/recruit/?id=21862>