

The **Market Reporting Team @ iSqFt** is responsible for the content that our customers view when accessing the **iSqFt for Sub Contractors Internet Plan Room**. This lead generation tool is extremely valuable to our customers. The Market Reporting team handles all aspects of the document acquisition process, completing assigned reporting functions involving status of projects and regular source calls. These positions require **heavy telephone work** and **data entry** including calling project owners to obtain bidding information and documents on all projects out for public bid. Team members must be able to build productive relationships with industry sources through scheduled and sustained contact. A Market Reporting Team Member must have excellent communication skills and proficiency. Construction news reporting experience strongly desired. **This department is a fast-paced multi-tasked publishing environment.**

A few of the job titles within our Market Reporting Department, and the basic skills required to be successful include:

- **Bid Clerk** – strong data entry
- **Market Reporter 1** – Heavy internet research, along with data entry, and the ability to handle multiple projects. Minimum typing speed 35 wpm.
- **Bid Content Caller (BCC)** – Phone skills and data entry; contacting project owners to confirm bid dates, updating information as required. Making 30+ outgoing phone calls per day.
- **Civil Reporter** – Phone skills, data entry, conceptual selling skills very helpful.

The Essential Duties & Responsibilities within include but are not limited to:

- Conducting scheduled telephone calls to assigned sources to obtain plans and specs and other bidding documents, as well as updating existing and developing new projects.
- Creating and updating public and private project reports in the bid and design stages of the construction process based on information obtained from local sources, including general contractors, architects, engineers, developers, construction managers and owners.
- Creating new bidding projects from Plans & Specs arriving in Plan Room, according to iSqFt protocol.
- Maintaining the quality of content within the iSqFt for Sub Contractors Internet Plan Room and securing news, plans and specifications according to iSqFt operating standards.
- Preparing Check Requests for Plan Fees and/or Deposits on plans and specs per Market Reporting protocol
- Responding to customer inquiries as needed.
- Responding to email and voice mail in a timely manner according to Market Reporting standards.
- Responsible for developing new source relationships.
- Coordinating and maintaining strong working relationships with local plan room coordinators and manager(s) and reprographics partner(s).
- Utilizing the internet and other secondary sources for published industry information.
- Mastering proprietary software and entering data obtained from sources into the iSqFt system and ensures accuracy and timeliness of all content
- Completing daily, weekly and monthly reports as assigned.
- Attending and participating in meetings as required.
- Staying well-informed regarding new industry developments.
- Performing miscellaneous clerical functions and special projects as assigned.

Successful candidates will be highly energetic with a desire to surpass goals set. Experience in a customer service or call center environment preferred but not required.

To apply for this position please visit:

<https://home.eease.adp.com/recruit/?id=570243>