

**CLASSIFICATION: *BID ADMINISTRATOR***

**JOB DESCRIPTION:**

T.E. Roberts, Inc, is an underground pipeline construction company located in Irvine, looking to hire a Bid Administrator with excellent organizational and analytical skills for a full-time (40 hours/per week), long-term position. We are seeking a confident, self-motivated, and detail-oriented problem solver who works well with others under pressure and can deliver on tight deadlines.

Familiarity with Public Works standards

Organize and maintain bid calendar

Download and organize bid documents and addenda

Carefully review job specifications and bid forms prior to submission

Prepare and submit bid documents

Special projects as needed

Ideal candidate will be a versatile and high energy person able to work independently. We provide health insurance options, voluntary 401K program, and an enthusiastic and positive work environment. Starting wage is \$24.00-\$32.00 per hour depending on experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Environment: Standard office setting. Physical: Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Hearing: Hear in the normal audio range with or without correction. Schedule: Monday – Friday, 8:00 a.m. – 5:00 p.m.

You must submit an employment application to be considered. Candidates given an offer of employment will be required to pass a medical examination and background check.

Interested in joining our team? Please email your resume to [admin@teroberts.com](mailto:admin@teroberts.com)



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