

## Position Description

Title: Estimating/Bid Coordinator  
Reporting To: Director, Project Management  
Division: Structures  
Location: Calgary, Alberta

Tarpon is searching for an Estimating/Bid Coordinator to join our Structures team in Calgary, Alberta. The Estimating/Bid Coordinator supports multiple concurrent proposals under the guidance of the Director, Project Management and helps maintain overall structured and standardized proposal development processes. The Estimating/Bid Coordinator participates in the researching of Request for Proposal (RFP)/Request for Quotation (RFQ) requirements and creation of the proposal directive and schedule. The Estimating/Bid Coordinator is expected to directly contribute to the continuous improvement of proposal development and knowledge management processes and take a hands-on approach to proposal tasks.

### Duties and Responsibilities

- Participates in the development of the proposal process, structure and format, win strategies, competitive analysis, requirement matrices and proposal presentation.
- Organizes and schedules proposal meetings and serves as the liaison for team mates and other contributors during proposal development.
- Develops, maintains and communicates the proposal schedule and directive.
- Serves as the point of contact for compiling and formatting the proposal documents. Receives and sends materials and coordinates the deadlines and materials needed with Tarpon staff and subcontractors.
- Develops and maintains templates and standards for proposal preparation materials.
- Handles all meeting logistics, including preparing agendas, taking and distributing meeting minutes, and preparing materials as needed. Maintain action item lists in the Proposal Directive.
- Serves as the point of contact for subcontractors.
- Provides proofreading and editing as needed.
- Educates sales staff and delivery teams on the proposal process, standards and templates and ensures adherence.
- Performs estimate reviews with estimators.
- Reviews specifications and drawings to determine RFQ requirements.
- Provides back-up estimating support when required.
- Records receipt of and reviews (RFP)/(RFQ) packages and ensures documentation fully received.
- Coordinates and assists Purchasing department in acquiring pricing and proposals from various suppliers and subcontractors.
- Responsible for all project document control including the recording of document and information receipt.
- Tracks the flow and status of all proposal documents.
- Other general administrative duties as required.
- Complies with standards and procedures of Tarpon's health and safety manual and Occupational Health and Safety regulations.

### Skills, Abilities and Educational Background

- Must have 3-5 years of Bid Coordination or Estimating experience.
- A Certified Engineering Technologist (CET) diploma preferred.
- Experience in developing and managing the execution of proposals.
- Superior organizational skills.
- Must possess superior skills working with Microsoft Word, Excel, PowerPoint and MS Project.
- Ability to start and complete multiple tasks.

## Position Description

- Exceptional interpersonal, facilitation, oral and written communication and presentation skills.
- Practical, “can do” approach and attitude to problem solving with high initiative and determination to “roll-up sleeves and get the job done”
- Demonstrated success in working in high pressure environments with minimal direction.
- Solid customer service skills.

Must have own transportation as location is not accessible by public transit.

### Compensation

Tarpon offers a very attractive compensation package that includes a competitive salary and a full benefits plan that is effective on the first day of employment. Tarpon has an open and team-oriented culture that focuses on communication, integrity, innovation and respect. Employees take pride in their work and are the single most important reason why Tarpon offers superior customer service.

### To Apply

To apply for this posting, e-mail your **resume and cover letter** to [careers@tarponenergy.com](mailto:careers@tarponenergy.com). You can also apply by faxing or mailing your resume and cover letter (stating position title) to: Tarpon Energy Services Ltd., 7020 – 81 Street SE, Calgary, AB T2C 5B8; Fax: 403-265-5825.