



Job Title: Preconstruction Coordinator

Company: John Bell Construction, Inc.

Location: Miami, FL

Overview:

John Bell Construction, Inc. is seeking a driven and detail-oriented Preconstruction Coordinator to support our growing Preconstruction and Estimating Team. This individual will play a vital role in maintaining the organization, accuracy, and responsiveness of our bid efforts across public and private opportunities. The ideal candidate is proactive, highly organized, and committed to ensuring every bid submission is compliant, competitive, and complete. This is a role for someone who thrives in a fast-paced environment, enjoys collaboration, and takes pride in helping the team land projects.

Responsibilities:

- Organize and manage all Bid Documents for potential project pursuits by the Estimating Team.
- Track and monitor active solicitations on local government procurement platforms to ensure no bidding opportunities are missed.
- Conduct complete reviews of incoming Invitations to Bid (ITBs), Requests for Proposals (RFPs), and Bid Solicitations to ensure 100% compliance and responsiveness.
- Coordinate with Estimators to ensure all bids reflect the drawings, specifications, and full bid requirements.
- Maintain and expand the Trade Partner/Subcontractor Bid List with new qualified vendors across all trades.
- Manage bidding software platforms (Procore), including:
 - Creating Invitations to Bid.
 - Uploading project documentation (drawings, addenda, specifications, etc.).
 - Sending bid correspondences and updates.
- Organize subcontractor bid submissions and documentation in Microsoft SharePoint.
- Analyze subcontractor proposals to identify scope gaps, exclusions, and non-compliance; communicate necessary updates and clarifications.
- Follow up with subcontractors post-ITB distribution to confirm interest and ongoing engagement through the bidding timeline.
- Act as the liaison between the Estimating Team and Trade Partners to ensure information flows clearly and promptly.



- Attend pre-bid meetings and site visits; document key takeaways, notes, and photos for estimating reference.
- Support in client meetings and proposal presentations to effectively communicate our bid approach and estimate deliverables.
- Develop full bid response packages, ensuring all forms, narratives, attachments, and required documentation are fully completed and organized.
- Coordinate bid bond requests, company qualifications, resumes, subcontractor documentation, and other proposal components as needed.

Qualifications:

- Associate's Degree, Bachelor's Degree, or equivalent relevant experience in construction administration, business, or related fields.
- 2+ years of experience in construction coordination, estimating support, or document control with a General Contractor.
- Strong knowledge of RFPs, ITBs, and solicitation processes for both public and private projects.

Necessary Attributes:

Candidate must possess John Bell Construction's Core Values: Set Apart, Excellence, Teamwork and Pride.

- Strong computer proficiency: Outlook, Excel, Word, Bluebeam, Adobe, Procore, SharePoint.
- Detail-oriented with excellent organization skills.
- Professional communication – written and verbal.
- Self-motivated with the ability to multitask across projects and deadlines.
- Flexible and resourceful problem solver.
- Bi-lingual (English/Spanish) a plus.