



Job Title: Construction Operations Generalist

Location: Green Bay, WI 54313

Type: Full-Time | On-Site

Pay Range: \$50,000-\$60,000 based on experience

#### Job Summary:

We are seeking a dependable, energetic, motivated, and adaptable individual to join our construction team as a **Construction Operations Generalist**. This dynamic role is ideal for someone who enjoys variety in their work. You will support both field and office operations, contributing to the smooth execution of construction projects from start to finish.

#### Key Responsibilities:

- Project Support:
  - Assist project managers and owners with daily operations
- Office & Admin
  - Handle paperwork, data entry, and assist with bids, estimates, & job cost tracking
  - Solicit pricing information
  - Manage filing systems (digital and physical) for permits, inspections, and vendor information
  - Communicate with clients, vendors, municipalities, and team members effectively.
  - Assist in pre-permit prep work
  - Order and track materials and supplies

#### Qualifications:

- Prior experience in construction or related field is preferred.
- Strong organization skills and attention to detail with the ability to multitask and prioritize.
- Comfortable using basic software (Excel, email, google drive, Microsoft Word, mobile apps).
- Excellent communication skills and a team-player attitude.
- Valid driver's license and reliable transportation

#### Not Required but Valued

- Experience with construction software (Builder Trend, Job Tread, or similar).

#### Why Join Us:

- Be part of a growing company where your contributions make a visible impact.
- Gain exposure to all areas of construction and build a diverse skillset.
- Work with a tight-knit team that values hard work, trust, and initiative.