



MARKETING & OPERATIONS COORDINATOR JOB DESCRIPTION

Dale Gruber Construction is an established general contractor in St. Cloud, MN. We're looking for a self-starter and organized individual for our Marketing and Operations Coordinator position. The purpose of the position is to assist with operations, marketing, HR, office management and communication. The ideal candidate will like variety and have some knowledge, experience or interest in the construction industry.

RESPONSIBILITIES:

- Answering phone calls and emails from clients and vendors and directing them to relevant staff.
- Provide administrative support to DGC team.
- Monitor and manage office supplies and maintenance of office equipment.
- Help plan, organize, and fully execute marketing initiatives – social media, print, ads, website, etc.
- Create, design and write copy for content that aligns with company branding.
- Assist with recruiting, onboarding, training, and managing of personnel.
- Maintain relationships and communication with subcontractors, vendors, clients and engage in business development activities and community involvement.
- Assist with the development and implementation of new processes to improve operating efficiencies.
- Provide assistance with scheduling, estimating, project management to team as needed.
- Partner with leadership team and contribute towards the achievement of company's strategic and operational objectives.

REQUIREMENTS:

- Minimum of 5 years of experience in similar role.
- Must be fluent in Microsoft Office Suite.
- Strong verbal and written communication skills and comfortable talking with client, vendors, team, etc.
- Ability to work under pressure in a fast paced environment and make effective decisions.
- Strong leadership, problem solving and teamwork skills.
- Ability to work independently and take initiative, but also work in a small & collaborative office.
- Strong organizational skills and detail oriented.
- Positive attitude and professional customer service skills.
- Fill out timecards with the correct codes and proper information at the end of each day.
- Willing to work on average of 40 hours per week.





PERFORMANCE MEASUREMENT:

Remember that the company's main values – Integrity, Pride, Legacy, Teamwork

- Complete assigned tasks correctly and timely.
- Exhibit motivation to learn and improve skillset and knowledge of construction industry.
- Successfully maintain client and vendor communication and relations.
- Work together as a team with all company personnel.
- Perform any other duties or task as may be assigned from time to time by the Owner/President or DGC team.

HOW TO APPLY:

Complete the career form on our website or send your resume or message to rachel@dalegruberconstruction.com with the following information:

1. Which position you are applying for
2. Why you want to join the Dale Gruber Construction team
3. Your relevant skills and experience