

Operations Support

ABOUT:

Potomac Construction was founded in 2005, in Bethesda, Md., as a client-focused General Contractor. Specializing in Restaurant, Retail, Hospitality and other various Commercial Interior projects, we've built a trusted reputation in the Washington, DC Metro Area. We pride ourselves on being an active Project Team member during the Pre-Construction period, in advance of mobilization, and for remaining committed to our clients' warranty needs through the one-year warranty period.

Our culture fuels a positive outcome and is what makes a partnership with Potomac Construction the key to a project's success.

GENERAL SUMMARY:

We are seeking an organized, proactive team member who possesses a sharp attention to detail to join Potomac Construction in an Operations Support position. The ideal candidate is willing to learn new disciplines and skills, take initiative in all tasks, and able to work effectively with both internal team members and external project members.

Successful candidates will be expected to interact with individuals at all levels of the organization, while working in a fast-paced environment. This position will be involved or assist in all departments of the Company, and an interest in self-development and growth is necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Operations professional is expected to report to the Operations position, while simultaneously assisting Team Members in Marketing, Project Management and Financial roles when needed. Essential duties and responsibilities include:

- Assisting with communication in routine Marketing tasks, like project photography, signage and milestone updates.
- Posting project and company updates on Potomac Construction social media outlets, which include Facebook, Twitter, LinkedIn and Instagram.
- Writing and publishing information and photography of completed projects to Company's Website and Marketing documents, including Brochures, Project Summary sheets and Social Media.
- Coordinating with Company external vendors for routine maintenance, fixes or troubleshooting for Team Members, Office or Office machinery.
- Maintaining and managing inventory of Company's Construction tools/items, which include locations at Bethesda office or Potomac Construction jobsites, as well as office supplies.
- Ordering office supplies on a weekly or monthly basis, as well as handling individual employee requests for jobsite/office purchases.
- Assisting with Finance Team's administrative needs, including filing, organizing and document creation, when needed.
- Assisting with Project Management Team's administrative needs, including organizing and document creation, when needed.



- Greeting office visitors and assisting them with their needs; helping set up for meetings, when applicable.
- Ensuring Bethesda office location is clean, organized and all items are in all working order.

EDUCATION AND EXPERIENCE REQUIRED:

- Bachelor's or Associates Degree in Business Management or related field.
- Excellent organizational, problem solving, presentation, interpersonal, verbal and written communication skills.
- Proficient with the following software applications (at a minimum):
 - Microsoft Office (Word, Excel, Outlook, etc.)
 - Adobe Acrobat or other PDF developers/editors
- An interest in becoming proficient with:
 - Construction Management software (Procore)
 - Marketing/Design software (Adobe Creative Cloud)
 - Marketing/Communication programs (Mailchimp, WordPress)

BENEFITS:

Potomac Construction's competitive benefits package includes:

- Competitive Salary
- 401(k) Retirement Plan
- Group Medical Insurance: Health, Dental & Vision
- Paid Leave of Absence
- Six Paid Holidays
- Professional Training & Career Development

For more information on working at Potomac Construction, please visit our Careers page at <http://pcsgc.com/careers/>.

EEO STATEMENT:

Potomac Construction seeks qualified candidates for all open positions. Potomac Construction is an equal opportunity employer and conducts all business activities, including hiring and other employment decisions, without regard to race, religious beliefs, creed, color, gender, age, national origin, disability, genetic information, veteran's status, or any other protected classification, in accordance with applicable law.