

Puetz Design+Build is a progressive Design/Build/Construction Management firm based in Mitchell, SD with offices in Sioux Falls and Pierre SD. We are currently taking applications for an Operations Expeditor. Job duties, qualifications and responsibilities include, but are not limited to:

1. Requirements

- A. Strong organizational skills, detail orientated and conscientious.
- B. Excellent communication skillset.
- C. Strong problem-solving abilities.
- D. Strong interpersonal capabilities.
- E. Maintain positive working relationships with fellow employees, subcontractors, and suppliers.
- F. Maintain an organized and orderly work area and/or vehicle
- G. Willingness to learn technical, detailed construction means and methods.
- H. Willingness and ability to learn and retain knowledge of construction materials.
- I. Self-starter and with an analytical mind set and ability to adjust on the fly to frequent changes in assignment as directed by Operations Staff.
- J. Flexibility with daily and weekly task assignments
- K. Ability to use professionalism and ethical judgment in all areas of the job.
- L. Strong computer skills.
- M. Experience in MS Word, MS Excel and Outlook. Willingness to learn specific management software.
- N. Ability to multitask and take direction from Operations Management staff.
- O. Maintain safety, quality and production on a daily basis in all assigned tasks.
- P. Must have the ability to self-perform physical tasks as directed.
- Q. Ability to obtain a CDL and pass a physical and drug test.
- R. Candidate must be flexible and excel at time management.
- S. Daily travel and some overnight travel is required.

2. Primary Job Duties

- A. Take direction from Operations Staff and report in a concise and detailed manner as required.
- B. Pick up and deliver materials and equipment as directed.
- C. Perform jobsite material audits as directed.
- D. Monitor jobsites on a limited basis at the discretion of the Operations staff.
- E. Assist Project Management staff and Purchasing Manager with pre-construction tasks and material procurement.
- F. Report any unsafe acts immediately.
- G. Assist with Training Schedules and database maintenance.
- H. Deliver bidding documents and attend jobsite meetings and pre-bid conferences as directed.

- I. Assist Operations Manager and Purchasing Manager in all areas including equipment inspection, procurement, safety training, staff training material, maintenance on Puetz Design+Build office properties, scheduling, jobsite inspections, etc.
- J. Prepare weekly and daily reports of activities when requested.

The Operations Expeditor position will report directly to the Operations Manager, Doug McCune and Purchasing Manager, Clayton Dean.

Puetz Design+Build offers an attractive salary and benefit package to qualified applicants.