**Operations Specialist**

**Location: Richmond, CA**

**Pay Range: $32-37/hr**

**Full-Time, Onsite**

**Temporary Contract**

We’re seeking an organized, detail-oriented, and proactive Temporary Operations Specialist to support a renowned general contracting firm with a legacy spanning five generations. Recognized as a Best Place to Work for six consecutive years, this family-owned business is known for its dedication to building excellence, fostering loyalty, and upholding honesty.  Join them and be a part of something truly special!

As an Operations Specialist, you will play a key role in ensuring projects run smoothly and efficiently, handling a variety of tasks that ensure everything from workforce coordination to safety compliance is on track.  If you're passionate about coordinating schedules, supporting safety programs, managing training logistics, and driving results, this may be the role for you.  **To apply, email your resume to** [**sophia@go2dynamic.com**](mailto:sophia@go2dynamic.com) **and call Sophia at 888-303-5627 to discuss this opportunity!**

**Key Responsibilities**

* Project Scheduling & Workforce Coordination: Maintain up-to-date crew schedules, manpower projections, and staff availability reports. Ensure contract and change order hours are accurate.
* Superintendent Steering Committee Support: Coordinate monthly meetings, assist with OCI training logistics, manage communications, and maintain superintendent mail areas and forms.
* Safety Program Support: Develop and manage site-specific safety plans, track safety incidents, distribute safety packages, and create safety newsletters.
* Training Coordination: Manage safety and specialized training sessions, handle registrations, billing, and scheduling, and maintain compliance logs and ID cards.
* Dispatcher Support: Assist with workforce dispatching, payroll, pre-employment screenings, and respond to inquiries from superintendents and craftsmen promptly.

**What You'll Bring**

* 2+ years of experience in construction operations.
* Technical proficiency with MS Office; knowledge of Bluebeam and Adobe is a plus.
* Strong attention to detail and accuracy.
* Excellent communication skills, both written and verbal.
* Ability to collaborate in a team environment.
* Self-motivated with a proactive mindset.
* Strong organizational and time management skills.
* Results-driven and eager to take initiative.

*Dynamic provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.  This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*