



## Operations Coordinator

### Job Description

GTC Towers is seeking an experienced, organized, detail-oriented individual to assist our growing operations team across the country. Ideal candidates will have a desire to learn, excel, and grow within a fast-paced environment and the wireless industry.

**Location:** Chicago, IL

**Reports to:** VP of Operations

**Travel:** As Required

**The Company:** GTC Towers is a fast-growing wireless infrastructure company that owns and manages hundreds of telecommunications towers.

**Salary:** Commensurate with experience.

**Description:** This is a full-time, non-exempt position. Responsibilities will include the following:

1. Perform bidding and scheduling for tower inspections, ground maintenance and other site related projects.
2. Coordination of contractors to address FAA/FCC compliance issues including NOTAM repairs.
3. Review and approve construction documents as needed.
4. Work with the company's asset management platform to input data, plan and track multiple projects.

Experience in the wireless infrastructure or telecommunications industries is required. Excellent computer skills, including experience with the Microsoft suite of products, especially Excel, is required. Please forward resumes along with contact information to [hr@gtctowers.com](mailto:hr@gtctowers.com).

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