



Operations Coordinator

Job Description

GTC Towers, a fast-growing wireless infrastructure company that owns and manages hundreds of telecommunications towers nationwide, is seeking an experienced, organized, proactive, detail-oriented individual to assist our growing operations team nationwide. Ideal candidates will have a desire to learn, excel, and grow within a fast-paced environment and the wireless industry. This individual will play a critical role in coordinating day-to-day operational activities, ensuring project efficiency, and supporting both internal teams and external partners. The ideal candidate is motivated to learn, grow, and thrive in a fast-paced environment within the wireless industry.

Location: Remote (Chicago, IL Preferred)

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:

- Provide administrative and organizational support to Operations project Managers and senior leadership.
- Track, Plan, and Monitor multiple projects using the company's asset management platform.

- Assist with New Tower and Acquisition activities including but not limited to - signage & media procurement, managing asset inventory reports while also performing tower light monitoring and utility transfers.
- Manage operational documents, data input and file management as well as implementing processes for the Operations department.
- Assist with Sales team and Lease Administration alignment to deliver top tier customer support.
- Coordinate bidding, scheduling and access for tower inspections, ground maintenance and other operational site related projects.
- Engage and oversee contractors addressing FAA/FCC regulatory compliance issues including NOTAM repairs and jurisdictional requirements.
- Prepare and distribute various reports for departmental review and tracking.
- Review and approve construction documentation as required.

Qualifications

- Prior experience in operations, project coordination, or a related role (telecommunications or wireless industry experience a plus).
- Strong organizational skills with the ability to manage multiple priorities in a fast-paced environment.
- Excellent communication skills for working across departments and with external partners.
- Proficiency with data management platforms and Microsoft Office Suite (Excel, Word, PowerPoint).
- Detail-oriented, adaptable, and eager to contribute to a growing team.

Please forward resumes along with contact information to hr@gtctowers.com.

Grande Towers, LLC a/k/a GTC Towers is an Equal Opportunity Employer