



## Community Outreach / Office Manager

Fremont, Nebraska

### Help us build something new.

BD Construction, Inc./Kearney is expanding into Fremont, Nebraska, and we're looking for a **Community Outreach / Office Manager** to play a key role in launching and growing our new office. This is a unique opportunity to take on a high-impact position within an established, 40+ year Construction Management and General Contracting firm with a strong reputation across Nebraska and surrounding states.

In this role, you'll serve as both the organizational backbone of our new branch office and the face of BD Construction in the local community. If you're someone who is equally comfortable setting up a vendor contract in the morning and representing our brand at a Chamber of Commerce mixer in the evening, this role was built for you.

### What You'll Do

- Represent BD Construction at local events, including Chamber of Commerce meetings, business expos, networking events, and community functions
- Build and nurture relationships with local business leaders, area government contacts, subcontractors, and community organizations
- Promote brand awareness and a positive company reputation throughout the region
- Identify and communicate new partnership or business opportunity leads
- Assist in the development of local marketing materials, social media presence, and community sponsorship efforts
- Manage the day-to-day operations of the branch office, ensuring a smooth and professional working environment
- Assist the Project Manager as needed
- Coordinate and manage office vendors, such as IT support, copier/printer services, janitorial, and other service providers
- Maintain office supply inventory and handle purchasing and reordering
- Organize and maintain filing systems, records, and administrative processes
- Serve as the primary point of contact for office-related needs and problem-solving

## What We're Looking For

- Experience in office management, administrative coordination, or a related field
- A track record of community engagement, or public-facing relationship building
- Strong communication skills —professional in writing, on the phone, and in person
- Ability to manage multiple priorities across two distinct areas of responsibility
- Self-directed and comfortable working in a growing, evolving environment
- Proficiency in Microsoft Office Suite and general office technology
- Experience in the construction or related industry is a plus, but not required

## About BD Construction

BD Construction is a Construction Management and General Contracting firm headquartered in Kearney, Neb. with more than 40 years of experience delivering projects across rural and regional markets. Our portfolio includes K–12 education, healthcare and medical facilities, commercial office, financial institutions, and residential construction.

We pride ourselves on building lasting relationships, delivering quality projects, and maintaining a strong reputation in the communities we serve.

## Why Join Us

- Opportunity to help establish and grow a new office location
- A role with real variety — no two days look the same
- Established company with long-term stability
- Collaborative team environment
- Flexible scheduling to accommodate evening and community events
- Strong benefits package that includes 401k plan with matching contributions, health insurance, paid vacations and holidays, short- and long-term disability insurance, life insurance, voluntary dental and AFLAC, voluntary eye insurance.

## Location

Fremont, Nebraska (supporting outreach throughout Eastern Nebraska)