

About Us

For 40 years, Greenstreet has been committed to serving our clients beyond expectation. We're more than just builders; we're visionaries who exceed expectations and forge enduring relationships grounded in honesty, trust, and full transparency. We are fully engaged with our clients as partners from project inception to completion, fostering a collaborative team atmosphere. As a Collaborative Contractor, we're not afraid to think differently, and we're on a mission to redefine and make a positive impact on the construction industry. Our commitment to lean construction principles sets us apart, driving efficiency and teamwork in all that we do.

At Greenstreet, you'll find more than a job; you'll find a family, a culture that supports your growth, and a team dedicated to making a difference in the construction industry. If you're ready to be a part of a collaborative, forward-thinking, and family-oriented team, Greenstreet is the place for you.

Position Overview

As the Systems Training Specialist, you will play a pivotal role in ensuring the efficient utilization of our company's technology systems and processes. Your primary focus will be providing comprehensive training to employees, aimed at enhancing their proficiency and maximizing the potential of our technology infrastructure. In this role, you will be responsible for troubleshooting technology issues, managing company technology assets, facilitating software implementation, and training employees on software usage and procedures. Additionally, you will assist with new employee onboarding and contribute to the development of a comprehensive manual of company systems. Reporting directly to the VP of Systems, you will collaborate closely with all members of our team to ensure the effective operation of company systems and procedures.

Training Development:

- Design, develop, and implement training programs for employees on company software, Excel, and other relevant technology systems and processes utilized within the organization.
- Customize training content to meet the specific needs and skill levels of different departments and user groups.

Training Delivery:

- Conduct engaging and informative training sessions, workshops, and presentations to educate employees on system functionalities, best practices, and updates.
- Provide hands-on guidance and support to users, addressing inquiries and assisting with problem-solving.
- Facilitate employee onboarding training, ensuring new hires are proficient in necessary software and company procedures.

System Management:

- Oversee the administration and maintenance of our company's technology systems, ensuring they are running smoothly and efficiently.
- Collaborate with IT professionals to troubleshoot issues, implement upgrades, and optimize system performance.

Systems Development:

- Collaborate with the VP of Systems to organize and build out a comprehensive manual of all company systems and procedures.
- Continuously identify opportunities for process improvement and optimization within existing systems.
- Assist the VP of Systems in various projects related to marketing and digital media.

Collaboration and Teamwork:

- Be willing to jump in and assist in various tasks as needed.
- Demonstrate initiative by asking questions and actively participating as part of the team.

Qualifications

- Proven experience in a similar role and/or educational background that supports Information Technology and/or education.
- Strong technical aptitude and proficiency with various software applications, including Microsoft Office Suite.
- Extensive proficiency in Microsoft Excel.
- Excellent communication skills, with the ability to effectively communicate technical information to individuals with limited technology skills.
- Highly organized with strong attention to detail and the ability to prioritize multiple workstreams.
- Personable and approachable, with a customer-service mindset and the ability to build rapport with employees at all levels.
- Proactive and self-motivated, with a demonstrated ability to work independently and take initiative.
- Willingness to adapt and learn new technologies and procedures as needed.
- Knowledge and/or interest in digital marketing is a plus but not required.
- High degree of honesty and integrity
- Dependable
- Ability to work in office with set hours from 8am-5pm Monday through Friday.
- Willingness to occasionally travel to train and support Dallas/Fort Worth and Field team members.
- High School diploma required.

Why Greenstreet?

- Competitive salary and benefits package.
- We are a team that values collaboration and thrives on innovative thinking. Your contributions will be celebrated and encouraged.
- We are more than just colleagues; we are a close-knit family working together to achieve our goals.
- We love what we do.

Apply Now

Visit our website at ggreenstreet.com/careers and fill out the application form.

Greenstreet Inc. is an equal opportunity employer and will employ those applicants who possess necessary skills, education, and experience, without regard to race, color, religion, creed, age, sex, national origin, or ancestry.