

Sposen Signature Homes

Operations Manager

Job Description

Job Summary

The Operations Manager drives our growth and success by seeking out, developing, and implementing strategic initiatives for improved efficiency and productivity. This individual researches processes, identifies opportunities to improve, and presents solutions.

Duties/Responsibilities:

- Plan, direct, coordinate, and oversee operations activities in the enterprise, ensuring development and implementation of efficient operations and cost-effective systems to meet current and future needs of the business.
- Collaborates with executive leadership to develop and meet company goals while supplying expertise and guidance on operations projects and systems.
- Develop, implement, and monitor policies and procedures, controls, and guidelines.
- Establishes, implements, and communicates the strategic direction of the business's operations.
- Help develop and support short- and long-term operational strategies.
- Guide decisions by applying company policies and procedures to current economic and business landscape.
- Collaborates with other divisions and departments to carry out goals and objectives.
- Identifies, recommends, and implements new processes, technologies, and systems to improve and streamline organizational processes and use of resources and materials.
- Ensures that departmental decisions and project plans such as those for staffing, development, organization, material efficiency, hardware acquisitions, and facilities are in line with the organization's business plan and vision.
- Establishes, communicates, and implements operations-related policies, practices, standards, and security measures to ensure effective and consistent support and execution.
- Reviews and approves cost-control reports, cost estimates, and staffing requirements for projects.

- Establishes and administers budgets.
- Presents periodic performance reports and metrics to the Chief Executive Officer and other leadership.
- Maintains knowledge of emerging technologies and trends in operations management.
- Identifies training needs and ensures proper training is developed and provided.
- Performs other related duties as assigned.

Supervisory Responsibilities:

- Recruits, interviews, hires, and trains management-level staff.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Strong supervisory and leadership skills.
- Extensive knowledge of the principles, procedures, and best practices in the industry.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Bachelor's degree in Business Administration or other industry-related field required.
- At least 10 years of industry-related experience including three years in upper management required.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 50 pounds at times, infrequently.

Benefits:

- Competitive salary.
- Health, dental, and vision insurance.
- Retirement savings plan with company match.
- Paid time off and holidays.
- Professional development opportunities.

Ability to Commute:

- Cape Coral, FL (Required)

Ability to Relocate:

- Cape Coral, FL: Relocate before starting work (Required)

Work Location: In person