



JOB DESCRIPTION: Operations Manager

Job Title: Operations Manager
Department: Operations
Reports To: Human Resources Manager
Classification: Regular, Full Time Non-Exempt
Supervisory responsibility: No
Position Start Date: ASAP
Salary Range: \$58,000- \$98,000 Depending on Experience

Position Summary:

This position is responsible for providing support to the Human Resources Manager in the areas including but not limited to human resources, office administration and facilities management.

Key Duties & Responsibilities:

<u>Estimated %</u>	<u>Activity</u>
40%	Facilities - Maintains the office space of an organization, directing staff and overseeing the upkeep of equipment and supplies. Makes sure the office space is maintained, which entails daily and weekly cleaning schedules as well as determining and scheduling repairs, renovation projects, waste reduction improvements and safety inspections.
30%	Operations - Responsible for a budget and must negotiate with outside vendors for supplies, repairs and other measures. Secures and analyzes quotations; negotiates prices and terms with suppliers; and recommends suppliers with respect to cost, quality, and delivery competitiveness for assigned responsibilities. Initiates purchase orders for services and equipment and amendments thereto; arranges for submission and inspection of sample products as required. Coordinates ordering, organizing and maintenance of office supplies,

including but not limited to general office supplies and IT procurement. Responsible for management of equipment maintenance accounts. Interviews and confers with current and prospective suppliers to determine supply capabilities, inventory control and management.

10% Human Resources – Assist in organizing recruitment and placement of required staff. Establish organizational structures. Delegate tasks and accountabilities. Establish work schedules.

10% Best Practices - Improve processes and policies in support of organizational goals. Formulate and implement departmental and organizational policies and procedures to maximize output. Monitor adherence to rules, regulations and procedures. Monitor, manage and improve the efficiency of support services such as IT, HR, and Finance. Facilitate coordination and communication between support functions.

10% Other - Other duties as assigned by supervisor.

Essential Qualifications:

To perform this job successfully, an individual must be able to perform each key duty satisfactorily:

- Proven working experience as Operations Manager
- Budget development and oversight experience
- Familiarity with business and financial principles and practices
- Ability to effectively communicate with all levels of the organization
- Proven working experience for management of mobile device's required
- Leadership and organizational skills
- Confidentiality required
- 7-10 years of experience in facilities/operations management required.
- Competency in a variety of Microsoft Office products, including Word, Excel, Outlook, and PowerPoint.

- Strong writing and interpersonal skills, and a minimum typing speed of 40 words per minute.
- Strong grammar and written communications skills.
- Ability to manage multiple priorities with accurate results and timely completion.
- Ability to solve problems with a minimum of supervision.

Compensation:

In addition to a competitive salary, Visit California offers an excellent health benefit package. We also offer a fantastic PTO and holiday leave package, 401(k) plan, parking and much more!

How to Apply:

Please send your cover letter, resume, two writing samples and salary requirements via email to Sacramento Staffing Agency: help@sacramentostaffingagency.com.

Visit California has an organizational commitment to the principles of diversity and inclusion. In that spirit, we welcome all qualified individuals without regard to race, religion, color, sex, ancestry, gender, gender identity, sexual orientation, age, marital status, disability, national origin, medical condition, U.S. veteran/military status, pregnancy, or reasonable accommodation.