



Operations Manager

REH Interiors is seeking an Operations Manager and right-hand person to our Founder/CEO. We are seeking someone who has strong leadership, people management, and organization skills. The *Integrator* will work closely with the Founder/CEO to lead and develop our team to be efficient, productive, and effective. The ideal candidate will have experience in business management, people development, implementation, and proficiency with practices, policies, and procedures of the industry.

Objective of the role

- Collaborate with Founder/CEO in setting and implementing organizational vision, operations strategy, and hiring needs
- Translate CEO/Founder vision and strategy into actionable steps for growth, implementing organization-wide goal setting, department wide goal setting, performance management, and operations planning
- Oversee company operations and employee productivity all while building a highly inclusive culture that ensures the growth, happiness, and development of the team

Responsibilities

- Constantly analyze internal operations and identify areas for process implementation and enhancement
- Oversee operations, HR, and accounting functions
- Partner with Founder/CEO in sales management to ensure financial goals and objectives are in line with company
- Manage expenses, departmental, and company budgets aggressively to ensure that the company achieves targets for growth and profitability
- Monitor employee performance with probationary period reviews as well as quarterly performance reviews

- Take corrective action with employees when necessary (i.e. verbal warnings, write ups, performance action plans, and other disciplinary actions)
- Be key point of contact for clients for higher level questions regarding contracts
- Take point in implementing/introducing to team any new softwares or processes that are set in place
- Implement business strategies and plans that align with the short and long-term objectives developed in tandem with Founder/CEO

Skills & Qualifications

- Two or more years of experience in leadership roles
- Leadership skills with personal integrity
- Understanding of advanced business planning and regulatory issues
- Solid understanding of data analysis and performance metrics
- Ability to diagnose problems quickly and foresee potential issues
- Preferred accounting or legal degree/background