



Operations Manager Job Description

Our high-growth small business is seeking an operations manager who enjoys the challenge of a fast-moving company and balancing multiple tasks at the same time. Candidate must have strong organizational, time management and communications skills. Although many of your colleagues work remotely across the United States, the work is to be performed in our DC office. The position reports directly to the company Controller, but will work closely with the President, Chief Revenue Officer, Research Director and company Vice Presidents as well as new team members as we grow.

Responsibilities include, but are not limited to:

Administrative

- Scheduling team and individual meetings
- Handling logistics for semiannual retreats and other company-wide meetings
- Supporting the onboarding of new team members
- Managing on-line document library
- Assisting some team members with travel arrangements
- Supporting team in completion of travel expense reports (utilizing online tool, Tallie)
- Primary contact for Dental/Health and Vision
- Maintain files with employer compliance document
- Oversee all office management tasks and responsibilities

Sales and Marketing

- Communications with business partners, informing them of the meetings that our Vice Presidents are conducting
- Email campaigns utilizing email marketing software
- Entries into Salesforce.com for field sales team
- Supporting team with logistics and content for trade shows

Finance

- Commission reporting from Salesforce
- Managing incoming state and local tax correspondence
- Contract management of business partners (currently 12)
- Interface with outsourced bookkeeping firm to maintain online document room

Requirements

- Bachelor's Degree



- Outstanding organizational and communication skills, both written and verbal
- Comfortable dealing with numbers and the processing of financial information
- Ability to solve problems quickly and creatively
- Excellent knowledge of MS Office (Outlook, Word, Excel, Powerpoint) and ability to quickly become proficient in new tools (Salesforce.com, Tallie, etc.).
- Results-driven and service-oriented (to teammates, business partners, vendors, etc.).
- Willingness to jump into any business issue from the mundane to the complex.
- High degree of attention to detail
- A minimum of two years' work experience required

To apply, please send resume and cover letter to operationsmanager@govsourcing.com.