



## **Operations Manager**

*March 2018*

Do you have a desire to work in a small company with a dynamic environment and a mission to improve how government operates today? Government Sourcing Solutions' mission is Improving Government, Improving Procurement, Improving Lives. As governments rely more on suppliers, we believe the key to improving services to citizens is through more effective government procurement. We are passionate about it. Our partners are a mix of Fortune 500 companies and innovative entrepreneurial firms. We work with them to drive down government purchasing costs through innovative contract procurement practices. We serve as consultants to chief procurement officers in state and local government, K-12 and higher education, enabling them to take advantage of these best practices, thereby providing significant contributions to their organizations.

Our high-growth private-equity backed 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. This position will be based at our WeWork Dupont Circle office, where we have a small executive team. The Operations Manager will spend the day working with the executive team collaborating as a unit as well as working with our remote field team located throughout the United States. The position reports directly to the company Controller, and will work closely with the President, Chief Revenue Officer, Research Director and company Vice Presidents. The Operations Manager will have a unique opportunity to take on a wide range of business tasks. This is the job for someone highly team-oriented and collaborative that has a desire to step up and make a contribution. Responsibilities include, but are not limited to:

### **Sales and Marketing**

- Communications with business partners
- Supporting the field team with logistics and content for trade shows
- Assisting with the management of online CRM (Salesforce)
- Email campaigns utilizing email marketing tools
- Collaborating on and developing new marketing collateral
- Supporting the executive team in the launching of new business lines
- Managing a wide variety of special projects utilizing internal and external resources

### **Finance/Analysis**

- Utilizing Salesforce to create and maintain dashboards and dynamic reports
- Assisting Controller with various projects and analyses
- Contract management of business partners (currently 12)
- Interfacing with outsourced bookkeeping firm to provide various reports

### **Administrative and HR**

- HR/Office Management
  - Supporting the onboarding of new team members
  - Primary contact for Dental/Health and Vision



- Creation of company policy documents
- Administering and improving our company wellness program
- Overseeing all office management tasks and responsibilities
- Creating and supervising an intern program to manage administrative tasks
  - Scheduling team and individual meetings
  - Handling logistics for semiannual retreats and other company-wide meetings
  - Assisting some team members with travel arrangements
  - Supporting team in completion of travel expense reports (utilizing online tool, Tallie)

### **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.)
- Ability to be a self-learner with technology solutions
- Results-driven and service-oriented (to teammates, business partners, vendors, etc.)
- Willingness to jump into any business issue from the routine to the complex
- High degree of attention to detail
- A minimum of two years' work experience required

To apply, please forward resume and cover letter to [OperationsManager@govsourcing.com](mailto:OperationsManager@govsourcing.com).