

Operations Manager: Roles & Responsibilities

Job Title	Operations Manager	Position Type	Full-Time
Department	Field / Warehouse / Office	Direct Supervisor	President
Starting Pay	\$23-28 / Hourly	Overtime	1.5x

Responsibilities

- Lead a 2-8-man crew on job sites for installations without supervision.
- Drive 16-26ft delivery box trucks to and from various job sites.
- Oversee and assist on 1-3 simultaneous job sites during a busy workday.
- Deliver and setup tents, tables, chairs, lighting, stages, dancefloors, etc.
- Pickup and breakdown tents, tables, chairs, etc.
- Be the contact lead on job sites for customers who have any questions/requests.
- Communicate with customers over the phone and over email when needed.
- Assist in loading & unloading trucks at the warehouse.
- Conduct customer meetings / pre-install inspections to ensure a smooth job.
- Assist in loading & unloading trucks at warehouse
- Conduct secondary pre-trip inspections for several delivery trucks.

Job Requirements

- Be comfortable driving 16ft-26ft box trucks in towns and cities.
- Possess a C-class driver's license (CDL is a plus).
- 3-6 years of work experience installing tents.
- Fluent in English (speaking Spanish is a plus)
- Ability to work a flexible schedule to include weekends, holidays, and peak season periods.
- Available to work during the week and weekends for up to 8-12 hours daily.
- Capable of enduring a full day of work outside in the summer heat.
- Must be able to lift or carry heavy objects ranging from 50-75lbs or more.
- Able to provide your own transportation to and from work.
- Capable of prioritizing tasks so that things are done in a timely manner.
- Create and maintain a healthy environment between all employees.
- Enjoy being a leader and setting a positive example and work pace on job sites.
- Always taking pride in your work, no matter the task.