



POSITION TITLE: Director Operations

LOCATION: Calgary, Alberta, Canada

SUMMARY OF POSITION/ POSITION DUTIES:

Basic Function: Provides overall direction and guidance to the site operational activities of the organization with the objective of maximizing growth and profitability as well as day-to-day leadership and management to all company operations functions.

Primary Duties and Responsibilities:

1. Manages organization operations by directing and coordinating activities consistent with established goals, objectives, and policies.
2. Implements programs to ensure attainment of business plan for growth and profit.
3. Provides direction and structure for operating units.
4. Implements improved processes and management methods to generate higher ROI and workflow optimization.
5. Develop and create strategies and policies aligned with organizational goals.
6. Provide mentoring and guidance to subordinates and other employees.
7. Follows direction set by Board of Directors.
8. Oversee company operations to insure production efficiency, quality, service, and cost-effective management of resources.
9. Plan, develop, and implement strategies for generating resources and/or revenues for the company.
10. Review activity reports and financial statements to determine progress and status in attaining objectives in accordance with current conditions.
11. Evaluate performance of staff for compliance with established policies and objectives of the company and contributions in attaining objectives.
12. Promote the company to local, regional, national, and international constituencies.
13. Present company report at Executive meetings.
14. Oversee operations to include evaluating operating and financial performance.
15. Human Resource selection and other duties as assigned.

Supervision Exercised: The Director of Operations is directly responsible for overall management to achieve customer satisfaction. Must interpret policies, purposes, and goals of the organization for subordinates and is responsible for subordinate employees' performance reviews

Reports to: Executive Staff.

QUALIFICATIONS:

1. Experience in strategic planning and execution. Knowledge of contracting, negotiating, and change management. Skill in examining and re-engineering operations and procedures. Experience in formulating policy, and developing and implementing new strategies and procedures. Ability to develop financial plans and manage resources. Ability to analyze and interpret financial data. Knowledge of public relations principles and practices. Knowledge of communication and public relation techniques. Ability to develop and deliver presentations.
2. Work requires professional written and verbal communication and interpersonal skills. Ability to communicate and interact with officials at all levels of government and to work effectively with a wide range of constituencies in a diverse community. Ability to motivate teams and simultaneously manage several projects.
3. This is normally acquired through a combination of the completion of a Masters Degree in Business Administration, Finance or Accounting and ten years of experience in a leadership role for a large division or company.
4. Work requires willingness to work a flexible schedule and travel.

CERTIFICATES / RATINGS REQUIRED: MBA highly desirable.

ELIGIBILITY OF APPLICANTS (Check all that apply)		<input checked="" type="checkbox"/> CITIZEN	<input checked="" type="checkbox"/> PERMANENT RESIDENT		<input type="checkbox"/> AUTHORIZED WORK STATUS
TRAVEL?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	RELOCATION?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
INTERVIEW TYPE	ON-CAMPUS		<input checked="" type="checkbox"/> TELEPHONE		<input checked="" type="checkbox"/> COMPANY SITE