

## **Operations Manager**

Applicants located within the **Nashville Metro Area and Remote** candidates are encouraged to apply.

### **What we are looking for in our team members:**

- Highly motivated self-starters with an entrepreneurial mindset who are comfortable working in a client-facing business
- Detail-oriented leaders with an appreciation for visual aesthetics (Type A personality is a major plus!)
- Should be comfortable working in a small business environment
- Holds a high standard for their work, focuses on staying motivated, finishing tasks immediately and working until the job is done
- Comfortable working outside of an office and outside of a traditional 9 to 5 workday
- Solution-oriented with ability to troubleshoot in the moment

We are looking for an experienced **Operations Manager** to join our team. You will be responsible for developing, coordinating, and overseeing our organization's operations, implementing the right programs, processes and standard operating practices, operational policies, analyzing and improving organizational processes, and work to improve quality, productivity, and efficiency.

The Operations Manager will be in charge of providing inspired leadership for the company which involves making important policy and strategic decisions, as well as help promote a company culture that encourages morale and performance.

The successful candidate will be an excellent communicator and have prior experience in a management or leadership position. An astute understanding of financial management is a plus.

### **Operations Manager Responsibilities:**

The specific duties of an Operations Manager include formulating strategy, improving performance, procuring material and resources, and securing compliance. You should be ready to mentor team members, increase quality of customer service and implement best practices across all levels.

You'll be trusted to help our company remain compliant, efficient and profitable during the course of business.

- Provide inspired leadership for the company.
- Make important policy, planning, and strategy decisions; ensuring all operations are carried out in an appropriate, cost-effective way.
- Develop, implement, and review operational policies, best practices, and procedures.
- Recruit, train and supervise staff when necessary.

- Help promote a company culture that encourages top performance and high morale.
- Oversee budgeting, reporting, planning, and auditing.
- Collaborate with the CEO and Client Success Manager.
- Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations.
- Identify and address problems and opportunities for the company.
- Build alliances and partnerships with other organizations.

### **Operations Manager Requirements:**

- Degree in business, operations management, or related field.
- Experience in management, operations, organizational effectiveness, and leadership.
- Familiarity with business and financial principles
- Ability to build consensus and relationships among managers, employees, and independent contractors.
- Excellent communication skills.

### **How to Apply**

Please click this [LINK](#) to complete our application. Be sure to attach your resume and cover letter. Please also include a 3 minute video on the following topic: “Why you are the best fit for this position?” Questions, please email us at [info@parisloveproductivityinstitute.com](mailto:info@parisloveproductivityinstitute.com)

### **About the Paris Love Productivity Institute (PLPI)**

We are a full service organizational and productivity firm. We help overextended professionals overcome the barriers that are keeping them dissatisfied, disorganized, and disoriented in their life, business or career. We help individuals do the things they always wanted to do but never get around to. We stand out from our competitors by getting to the 'root' of the problem. There is a reason why individuals can't manage their time or are consistently disorganized. We started the business to help individuals eliminate physical, emotional, and mental clutter.