



## **Operations Manager** **WENCO Construction Company, New Carlisle, Ohio**

**WENCO Construction Company** is an industrial and commercial design build general contractor serving the Miami Valley and southwest Ohio for over 36 years. WENCO is hiring an experienced and self-motivated operations manager.

The Operations Manager will develop a strategic plan to accomplish company's mission, establish goals and objectives and lead operations to accomplish those goals and objectives.

### **Key Responsibilities:**

- Managing the day-to-day operations of the construction division by directing and coordinating activities consistent with established goals, objectives, and policies.
- Overseeing the project management and the project managers of our construction projects to include assisting our project managers with any construction related issues.
- Coordinate daily or as needed with the general superintendent to discuss manpower needed for projects and training required to grow our work force.
- Work with the safety director discussing safe practices on all jobs and to ensure all employees are trained appropriately for the job.
- Maintain and improve company gross profit by assisting to negotiate sub-contractor numbers, overseeing labor and material cost on all construction projects.
- Provide assistance in improving and qualifying estimates prior to proposals going out to clients.
- Provide direction and assistance to all project managers and estimators. Direction includes a review of estimates, schedules, manpower and execution of projects.
- Work to build strategic alliances with key individuals to strengthen company (i.e. customers, subcontractors, suppliers, future employees, architects and other key groups).
- Reviewing bid opportunities daily to consult with President to determine which projects to pursue.
- Reviews analyses of activities, costs, operations and forecast data to determine progress toward goals and objectives.
- Overseeing the preparation of RFP/RFQ solicitations when they are performance based requiring management plans, team qualifications, company qualifications, QC plans, performance history, company background, ability to demonstrate budget and schedule compliance, etc.
- Recruit, manage, direct activities and help retain construction team staff including all project managers and operations team.
- Provide development and training opportunities for the entire operations team as needed for attainment of long-range goals and objectives.
- Solve problems by using judgment based upon knowledge of existing products, properties' and/or sub-contractor schedules, management policies and departmental practices and procedures.
- Meet established productivity, budget and task management standards.
- Other duties as assigned.

**Requirements:**

- 8+ years of management experience, in the commercial construction industry.
- Strong customer service skills and the ability to communicate effectively (written and verbal) with customers, government and city officials and staff.
- Highly organized with the ability to handle a multitude of projects simultaneously.
- Thorough knowledge and understanding of the construction industry.
- Ability to understand and follow municipality building codes and regulations.
- Must have a clear understanding of trade/sub contractor's duties.
- OSHA training certificate preferred.
- Strong computer skills including a proficiency in Microsoft Office Suite and knowledge of Microsoft Projects and estimating.

**Supervisory Responsibilities:**

Estimating, project managers, CAD, sales and design, approximately 8-10 people.

**Working Conditions/Physical Demands:**

Normal office environment. Work schedules vary depending on business needs to accommodate customers. Visit customers and job sites as needed. Must be able to lift 50 pounds.

**Success Factors:**

- Highly self-motivated, strong personal initiative.
- Solid judgement and decision making skills.
- Able to perform under pressure.
- Proven track record and reputation for achieving results with an emphasis on detail.

**Benefits:**

- Competitive pay based on experience
- Benefits package including; medical, dental, vision
- 401K company match
- 100% Employer Paid Life Insurance/AD&D and Long and Short-Term Disability
- Vacation days
- Personal days
- Paid holidays
- Company car allowance & cell phone

We are an Equal Opportunity Employer and a Drug-Free Workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.