

NOW HIRING

# BUSINESS OPERATIONS MANAGER

Submaterial LLC designs and manufactures a unique collection of wallcovering and acoustic products which are specified by top national architecture and interior design firms. The Founder/ Creative Director is ready to give up the reins to the right person that will move the company successfully into the future.

The Business Operations Manager champions the organizational culture and reflects the company's vision, values and priorities in all activities. The position reports to the company Owner and connects the entire management structure, collaborating and interacting directly with the Management staff and our outside Accounting firm.

Some of the role responsibilities for each functional area include:

## OPERATIONS

- Plans and directs all aspects of the operational policies, objectives, initiatives **in support of the current organization and scalable to growing the company**
- Responsible for the attainment of short- and long-term operational goals **to keep the company focused and on track**
- Measures productivity by analyzing performance data **to improve and expand the organization**
- Develops processes, procedures and systems to create efficient operations throughout the organization and collaboration between departments
- Coaches and provides direction to direct reports **to ensure clarity of and accountability for performance expectations and to increase staff competencies**
- Responsible for facilities maintenance issues; manages facilities vendors **to assure facilities related needs are addressed in a timely and efficient manner**
- Provides oversight to company's I.T. related needs to ensure technical matters are addressed in a timely and efficient manner

## FINANCIAL

- Responsible for the attainment of short- and long-term financial goals **to ensure the viability of the organization**
- Manages sustainable cash flow **to monitor and forecast the company's ongoing cash requirements**
- Ensures accurate and timely bill payments are made
- Maintains and measures profitability by analyzing financial data
- Expands profitability of company through considered and strategic application of the company's resources
- Coordinates with our CPA and Accounting firm regarding general financial advice, equipment purchases, tax returns, etc.
- Provides company Owner with timely, accurate financial and accounting reports
- Assists with budget preparation and monitoring **to proactively predict expenditures and understand/justify variances**

## PURCHASING

- Provides oversight to the Purchasing function.
- Negotiates contracts and services **with terms that are in the interest of the company**

## HUMAN RESOURCES

- Provides oversight to the Human Resources function.
- Reviews and approves job descriptions for current and anticipated positions
- Provides oversight to the hiring process; interviews candidates in conjunction with hiring manager(s) **to ensure alignment with the organization's culture and values**
- Collaborates on, recommends, implements, and administers employee policies **in support of fair and consistent treatment of employees**
- May assist with employee performance management including performance evaluations, corrective action, and terminations of employment
- Performs other duties as may be required in a small, entrepreneurial company environment

## ADDITIONAL SKILLS, EDUCATION, EXPERIENCE REQUIREMENTS

- MBA or Bachelor's degree in Business Management, Business Administration, or related field preferred but not required
- Established history of exceptional operations management experience, preferably in an interior architecture or design-related manufacturing environment
- Excellent managerial skills including a positive and professional attitude with employees
- Strong ability to interpret financial data and use information predictively
- Excellent verbal and written communication
- Organization, prioritization and ability to stay focused and pleasant under pressure



- Ability to interact professionally and diplomatically with all levels of employees and management
- Ability to manage multiple tasks and adjust to changing schedules and priorities
- High competency with Microsoft Word, Excel, Outlook and AirTable as well as common office machines such as computers, phone system, printers, etc.

#### **SUCCESS FACTORS FOR THIS ROLE**

- Must establish a high level of trust with the company Owner and the rest of the team
- Identify, prioritize, and develop solutions for problem areas (e.g., interpersonal issues, infrastructural issues, information flow, efficient facilities layout, and so forth)
- Establish a cash flow forecast and provide regular weekly reports to the company Owner
- Become the go-to point-person for subjects that should no longer go directly to the Owner
- Work with Production management to establish processes to increase (and metrics to measure) efficiencies

#### **EMPLOYMENT TYPE**

Full-time, located in-person in Albuquerque, NM.

#### **APPLY**

Please send applications to Elizabeth Griego-Powell:  
[liz@submaterial.com](mailto:liz@submaterial.com)

