

## **Operations Director**

The Operations Director will report to the COO of the company. The Operation Director position's primary responsibility is ensuring organizational effectiveness by providing leadership for the organizations day-to-day operating functions across the company's multiple locations.

This position will oversee daily operations and activities in order to meet business objectives. The Operations Director will implement consistent Lean/TPS business practices to drive increased growth, operational excellence and empowered employees.

### **Responsibilities:**

- Improve the operational systems, processes, and procedures in support of organization's mission -- specifically, support better management reporting, information flow and management, business process and organizational planning.
- Manage Production, Shipping/Receiving,
- Drive Lean operating principles and establish location specific principles, communication, knowledge sharing and reporting strategies to provide visibility into continuous improvement efforts
- Provide training, coaching and mentoring of Lean principles, concepts, behaviors and tools that enhance the existing culture to one of continuous improvement at all levels of the organization
- Ensure Standard Work is followed by all at every location for each business process.
- Stay current with technologies and Lean concepts through continuing education
- Support quality improvement efforts associated with work processes and procedures
- Assist in the hiring and orientation of warehouse and service personnel.
- Enforce safety protocols and make sure all employees are adhering to company PPE requirements.
- Maintain a safe and clean work environment that is in accordance with Occupational Safety and Health Administration (OSHA) norms.

### **Salary**

- Commensurate with experience and salary history

### **Qualifications:**

- Bachelor's Degree or equivalent work experience
- Proficient in Microsoft Suite
- Excellent communication skills (verbal and written)
- Customer focused from both an internal and external perspective.
- Is excited about OxyGo's Core Values
- Knowledge in organizational effectiveness and operations management

**Preferred Qualifications:**

- Familiarity with EOS – Entrepreneurial Operating System
- Familiarity with NetSuites
- Familiarity with HubSpot
- Familiarity with Asana

**This Job Is Ideal for Someone Who Is:**

- People-oriented -- enjoys interacting with people and working on group projects
- Achievement-oriented -- enjoys taking on challenges, even if they might fail
- Autonomous/Independent -- enjoys working with little direction
- Innovative -- prefers working in unconventional ways or on tasks that require creativity

**Company's website:**

- [www.oxygo.life](http://www.oxygo.life) [www.applied-inc.com](http://www.applied-inc.com) [www.oxyfuelsafety.com](http://www.oxyfuelsafety.com)

**Benefit Conditions:**

- Waiting period may apply
- Only full-time employees eligible

**Work Remotely:**

- No

**COVID-19 Precaution(s):**

- Temperature screenings
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place

**Requirements**

- Background check
- Drug screening

Equal Opportunity Employer