

## **Claremont Property Company**

### **Position: Operations Manager**

**Location: Houston, Texas but some travel to the Gulf Coast States as needed to inspect projects**

Claremont is looking to add an experienced, full-time, **Operations Manager** to join our growing construction company. The following is a list of requirements; Applicant must have experience in the Operations Department of a construction company.

**The person we are looking for will need to meet or exceed all on the following list of requirements to be considered for this position.**

#### **Essential Duties and Responsibilities:**

- Lead the management of Claremont's company-wide safety, training, material procurement, warranty service, IT, vehicles, equipment and delivery operations in the 8 states Claremont operates in.
- Manage, develop and implement policies, procedures and processes related to each item listed above.
- Manages relationships with third party service providers for deliveries and material procurement
- Actively interview and recruit new vendors, suppliers and subcontractors
- Partner with all departments regarding material and personnel needs based on Claremont's master construction schedule.
- Provides timely updates on material availability and delivery to all project managers.

#### **Qualifications and Skills**

- Superior organization, project management skills and attention to detail
- High level of commitment to quality work product and organizational ethics, integrity, and compliance
- Ability to work effectively in a fast-paced, team environment
- Strong interpersonal skills and the ability to effectively communicate, both written and verbally
- Demonstrated decision making and problem-solving skills
- Detail-oriented with the ability to multi-task and meet deadlines with minimal supervision
- Understand construction project procedures and materials required for project
- Manage project close out and warranty service
- Bachelor's degree in Business Operations or Construction Management
- 7-10 years of construction company experience operations department
- Strong with MS Office applications (Outlook, Word, Excel, PowerPoint, etc.)

## **Compensation and Benefits:**

**Compensation** - Competitive salary depending on experience. Salary range 50-70K plus competitive bonus structure.

### **Benefits:**

- Generous vacation plan
- Paid holidays
- Paid sick time off
- Medical, dental and vision coverage for 100% of employee
- 25,000 in term life insurance coverage for employee
- 401(k) plan eligibility after 3 months of employment.

**We are always looking for individuals with the talent and skills required to contribute to our continued growth, success, and culture of safety.**

**Mission Statement** – Delivering the best quality work, SAFELY.