



Assistant Manager of Operations (BRSS)

Purpose: The Director of Operations heads all warehouse operations for Big Red Shipping & Storage (BRSS) during both May and August peak periods. They proactively create an organizational plan for both warehouses in Mecklenburg and Lansing. They also track incoming/outgoing orders and direct teams of warehouse workers. They are willing to help other team members to ensure the success of the company.

Hourly Requirement: This position requires the manager to work part-time (7-10 hours per week) during the spring semester and full-time in May and August when hours significantly increase. They will be required to stay in Ithaca through Cornell's final graduation day and return before August Peak.

Main Responsibilities:

- **Facilities Operations**
 - o Develop a system to organize all inventory in the warehouses
 - o Work alongside GMs to streamline any organizational inefficiencies
 - o Maintain Fishbowl Warehouse Inventory System and Salesforce databases and input all inventory information
 - o Keep inventory on all operational supplies and update the team when necessary
- **Human Resources**
 - o Aid in the recruitment, training, and management of warehouse workers and effectively delegate and communicate tasks during May and August peak periods
 - o Meet weekly with the Student Agencies President, BRSS General Managers, and CEO to update the team on organizational challenges and project progress

Necessary Skills:

- **Physical:** As BRSS is a moving and shipping company, there is a physical element to the job. The Director of Operations should be able to move large boxes individually.
- **Self-Motivation:** A BRSS manager should be passionate about the SAI experience and want to succeed in their position. They should be able to see all of their projects through and work towards BRSS's success.
- **Growth Mindset:** BRSS is the largest business at SAI, with a wide variety of responsibilities. Managers should be constantly motivated by their want to learn, experience, and achieve difficult tasks.



- **Time Management:** Big Red Shipping and Storage can be overwhelming at times. It is important to remain organized to excel in the classroom and at Student Agencies.
- **Collaborative:** A key aspect of Big Red Shipping and Storage is working together as a team. It is crucial that the Director of Operations can effectively communicate with the managers and other team members.

Exit Opportunities

- Upon successful completion of a year with Big Red Shipping and Storage, employees can transition to other positions within Student Agencies and utilize the vast alumni connections to network in nearly any industry.