



Hired Hands Moving Company: Director of Operations

Purpose: We are seeking a dedicated and hardworking individual to join the Hired Hands Moving Company team. HHMC gives students the opportunity to act as managers, not as interns. Individuals who join our team will have large amounts of responsibility and accountability to help our business grow. The Director of Operations serves immediately under the General Managers and is responsible for most day-to-day aspects of the business. As the Director of Operations, you will be challenged on a daily basis to not only grow the business but also to make it more efficient. You will see the business grow due to your efforts, and concurrently see your professional skills develop.

Hourly Requirement: 7-10hrs/week during training and up to 40 hours a week during May and August peak. This is a full-time position continuing throughout the summer, which requires 30-40 hours per week.

Job Description

The following job description paints a more complete picture of the skills that we are looking for. The Main Responsibilities will show the broad tasks that the Director of Operations is expected to perform. Though the job is comprehensive, many of the skills required to successfully execute these responsibilities are learned/perfected during training.

Main Responsibilities:

- Responsible for most day-to-day operations of the business
- Supervise and manage a team of field representatives.
- Oversee scheduling moving appointments across the country.
- Maintain up to 5 supply counters throughout campus.
- Managing supplies budget and making sure all supplies are ordered.
- Develop an inventory control system for company assets.
- Gain a deep understanding of the business operations, procedures, policies, and prices.

Necessary Skills:

- Excellent communication skills
- Ability to lead and delegate tasks accordingly.
- Self-starter who can monitor work with little supervision.
- Team-oriented
- Clean driving record
- Knowledge of Excel, PowerPoint, and Word