

Are you an internal systems thinker for the benefit of the external company?

Do you find satisfaction in creation of systems and completion of tasks?

Are you looking for a position in a fast growing real estate based company?

If so, you might be the perfect fit for our firm, a national company that serves real estate investors through education and coaching.

An Operations Manager must have excellent communication and people skills. Systems-based, process-oriented thinking is paramount for success.

This is a full-time, salaried position. Success in this position requires a long-term commitment. This is an Internal Operations position.

Characteristics: Must be detail oriented, ability to dig for information, smooth and polished communicator with a killer instinct, possess the ability to deal with lots of different people and put yourself in our customers shoes to ask, "Is this a good experience?"

Responsibilities: Client retention, sales cart management, stick campaigns, cash management, budgeting, merchant account management, reducing client refunds, working with e-mail auto responders, welcome package development, managing fulfillment, Welcome packages development, managing events, multiple levels of reporting and system analysis, increasing customer service and customer experience,

Requirements: Previous Operations Management experiences in the Automotive, Furniture, Financial or other commission-based industries a plus. Computer, Phone and Communication Skills, Information Marketing experience a plus

Company Specific Training Provided. We are currently looking to hire an Operations Manager immediately.

If interested, please provide the following information via email:

- Cover Letter/Email
- One-Page Resume
- MS Word Document: In 500 Words or less, tell us of a recent problem you encountered and how you created internal systems to solve it. Include measurable metrics for success.

Within Seven Days of receiving your complete application information, we will contact you via email to inform you of the next step of the interview process.

EMAIL: hr@viridan3.com