**Description**

Pure Power Engineering is seeking a highly experienced, analytical, and forward-thinking individual with experience developing, implementing, and training new software solutions, policies, and procedures for a growing engineering firm. The ideal candidate will balance day-to-day management & executing the work, while looking to the future and building processes & capabilities to enable continued growth (doubling in size every 3 years).

This role leads initiatives across the organization at the corporate level to ensure a high degree of collaboration and consistency, with clear lines of communication and clearly aligned goals. The ideal candidate will support all areas of the organization's operations, while collaborating with executives, HR, and the sales team. They will report directly to the Vice President Operations.

**Candidate's Previous Experience:**

Candidate can demonstrate experience and abilities for the following:

- Implementing new applications for an engineering or a professional services firm.
- Managing and maintaining existing corporate applications, including Dynamics, Monday.com, Absorb and SharePoint.
- Liaison role in an engineering or professional services firm between end users and application development to continue to enhance company level applications.
- Developing, implementing, and training the organization on standard operating procedures.
- Excellent project management and organizational skills.
- Experience with business licensing, and business insurance.
- A solid business foundation. You feel comfortable diving into details and interacting with all departments and levels of seniority as required.
- Balancing the coordination of fast-paced daily priorities with important, longer-term strategic efforts.
- Excellent communication and relationship building skills.
- A successful record of accomplishment in setting priorities; keen analytic, organization and complex problem-solving skills which support and enable sound decision making, with the desire to brainstorm future-thinking ideas.
- Soft Skills: Exceptional leadership qualities, including motivation, conflict-management, & high EQ.
- Energized by change and change management. Ready to bring in innovative ideas and fresh perspectives on how we approach operations from initiation to execution.

**Responsibilities**

General

- Manager assisting the Vice President of Operations with corporate-level operations for the company from an application and process perspective.
- Provide leadership in a manner which will continue to ensure a cohesive and collaborative environment consistent with PPE's culture & values.

- Sets the tone for day-to-day inner workings, manages expectations of senior management, the engineering teams, and other operation teams to ensure a positive, productive atmosphere.

Operations Management

- Manage business license filings and annual business insurance renewals.
- Support requests for business insurance claims, working with insurance claim administrators.
- Oversee enhancements to Dynamics, Monday.com, and Absorb applications.
- Management of the company's Knowledge Base in SharePoint.
- Identify and oversee enhancements to the company's SharePoint site.
- New hire and termination of users in Dynamics and Monday.com applications.
- Work closely with IT and Office Management to support both groups.
- Preparing operating policies and procedures.
- Assessing new corporate applications.
- Project manage the development, implementation and training of corporate applications and policies and procedures.
- Ensuring we identify and fill gaps in processes with the right action plan in place for success.

Communication

- Maintain clear communications with all departments regarding operational practices, goals, objectives, and performance.
- Liaison between the Vice President Operations and all departments.

Cross Function Collaboration

- Collaborate and share knowledge with the HR, engineering teams, and sales team leads..
- Ensure seamless communication and teamwork across all teams.

Reporting

Training/Coaching

- Mentoring and training teams and departments in all aspects of corporate applications.
- Observe operations performance using qualitative and quantitative measures.

Other tasks as assigned.

**Requirements**
**Required experience**

- 5+ years in an operations management position with 10+ years of relevant work experience.
- Degree in accounting, finance, or relevant field.
- Experience working with outside system vendors and service providers to implement system enhancements and upgrade existing applications.
- Maintaining vendor relationships.
- Experience with creating, implementing and maintaining policies and procedures.

- Project management experience developing, implementing, and maintaining corporate applications and processes.
- Highly organized and solution oriented.
- Excellent communication, research, problem-solving, and time management skills.
- Efficiency and accountability.
- Attention to detail.
- Ability to build relationships with employees, including those in leadership roles.
- Self-starter and able to work efficiently under pressure.

**Preferred experience**

- 2+ years at an engineering or professional services firm.
- MBA
- Experience with Microsoft Dynamics, Monday.com, Absorb, and SharePoint, a plus.