

**Company**

Reaction Search International

**Position**

Operations Manager / Administrative Manager

**Company Contact**

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**Job Type**

Operations / Administration

**Job Description**

We are seeking a results-driven and innovative leader to serve in the role of Operations manager at our Headquarters located in the Bishop Ranch business park in San Ramon, CA. Reporting directly to the Managing Director, the Operations Manager will be responsible for leading and executing all business and administrative operation initiatives. The Operations Manager will be responsible for streamlining processes, managing the day-to-day product operations, and providing some input with the marketing functions for the organization. The ideal candidate will also be someone who is passionate about wanting to help build a great team and culture for the organization.

• Direct implementation of operational goals, procedures, and policies.
• Review budgets and activities reports, overseeing production and execution of marketing deliverables and activities.
• Track record of setting goals, creating a plan, and getting results.
• Participate in the Strategic Planning for the organizations future growth and business plans
• Serve as the focal point for all things office-related. This includes supervising outside service vendors, handling maintenance issues and requests, ordering supplies and groceries, coordinating deliveries, sorting out mail,
• Responsible for Account Payable billing and invoicing
• Responsible for keeping the office environment fun, functional and comfortable by organizing company outings and events, decorating office for holiday seasons and keeping the surfaces and conference rooms clean and organized.

**Required Qualifications**

• Bachelor's degree
• Minimum of 5 years of relevant work experience in Operations, Marketing, Project Management, or Office Administration.
• Must have a proven track record for planning, executing, controlling and closing projects and the ability to manage multiple projects simultaneously.
• Experience in managing, mentoring, or leading small to medium-sized teams.
• Proven experience in change management preferred
• Excellent written/oral communication skills with a strong ability and high comfort level for direct-to-client communications.
• Ability to build lasting relationships with key stakeholders, establishing excellent client support.
• Ability to consistently and positively contribute to an evolving work environment
• Goal orientated with excellent problem solving skills
• Competitive work ethic that will translate to consistently hitting assigned goals
• Ability to learn and work in a fast paced environment
• Sense of humor is a non-negotiable requirement

**Additional Information**

RSI is one of the nation's leading executive search and outplacement firms, serving clients worldwide in over thirty-five functional areas and in over 50 locations. RSI is dedicated to meeting individualized client needs through detail-orientated, personalized attention, bringing to bear the resources of a proven global leader in the executive job-recruiting arena. We have established a superior reputation in performing executive job searches by developing deep, committed client relationships.