



Job Title:	Director of Operations	Job Category:	Director
Location:	Lawton, OK	Travel Required:	Yes
Level/Salary Range:	Negotiable	Position Type:	Full-Time
Date Posted:	05/16/2023	Posting Expires	05/31/2023

Applications Sent To:

EMAIL:
info@thefista.com

NAME/TITLE:

Job Description

ROLE AND RESPONSIBILITIES

We are looking for an experienced Director of Operations to organize and oversee the daily operations of our organization. You will be the one to ensure that our business is well-coordinated and productive by managing its procedures and coaching its people. The area of responsibility for this role is very wide and thus requires thorough knowledge of various company processes. The ideal candidate must be competent and able to plan many kinds of operational activities. They must be excellent leaders who can discover the most efficient ways to run the organization. The goal is to safeguard and augment the efficiency of the company’s operations to facilitate accelerating development and long-term success. Must be able to work hand in hand with our tenants and facility personnel to meet their needs, expectations and ideas on how to be more efficient.

JOB DUTIES

- Liaise with superiors to make decisions for operational activities and set strategic goals.
- Plan and monitor the day-to-day running of business to ensure smooth progress.
- Supervise staff from different departments and provide constructive feedback.
- Regularly evaluate the efficiency of business procedures according to organizational objectives and apply improvements.
- Manage procurement processes and organize material and resources allocation.
- Oversee customer support processes and organize them to enhance customer satisfaction.
- Review financial information and adjust operational budgets to promote profitability.
- Manage relationships/agreements with external partners/vendors.
- Evaluate overall performance by gathering, analyzing, and interpreting data and metrics.
- Ensure that the company runs with legality and conformity to established regulations.

REQUIREMENTS

- Proven experience as Director of Operations or equivalent position
- Strong knowledge in government sector and/or contracting preferred.
- Excellent organizational and leadership abilities
- Outstanding communication and people skills
- Knowledge of industry’s legal rules and guidelines
- In-depth knowledge of diverse business functions and principles (e.g. finance, customer service, etc.)
- Working knowledge of data analysis and performance/operation metrics
- Familiarity with MS Office
- Municipality experience preferred.
- Master’s degree preferred



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