

Vice President of Operations, Floorz

Compensation: 100,000 – 155,000 / Year

Who we are:

We are inspired place makers who enhance the built environment with a focus on brand and culture - Across multiple studios, elements provides a comprehensive portfolio of products and services for the interior built environment. We combine our interiors expertise with construction capability and the collaborative, cross-functional process of human-centered design. This holistic approach to the built environment creates a seamless experience and exceptional results for our clients.

This position is for our studio Floorz – Colorado’s premier commercial flooring contractor.

Job Summary:

The Vice President, Operations will provide professional leadership and management of the Floorz Operations Department. This Leader plays a critical role in driving efficiency, productivity, and profitability across the Floorz Operations team comprised of Project Managers, Field Superintendents, Preconstruction, and Project Coordination . The position requires strong leadership, strategic thinking, and the ability to implement and execute operational strategies aligned with the company's goals.

Essential Functions

- Develop department business plan and budget in alignment with company plan. Implement objectives,
- Attain revenue and profitability expectations.
- Manage overall scheduling of department resources to meet daily workload and project requirements.
- Lead and manage staff. Establish group and individual goals and maintain accountability. Foster empowerment, teamwork, open communication, and strong customer satisfaction (internal & external).
- Direct improvements for overall quality by understanding customer and market demands. Proactively adapt and implement any new programs or technology as directed by the company.
- Develop and monitor monthly forecast of department revenue/expense for rolling 4-month time frame.

- Develop and maintain written Key Customer Standards relative to delivery, installation and service expectations, train staff on the same.
- Maintain guidelines and accountability for vehicle, equipment and tool usage, testing, licensing and maintenance.
- Direct and manage all building maintenance.
- Actively participate in providing continuous feedback to company leadership regarding customer feedback, quality levels, efficiency of internal processes or other issues pertinent to the success of the company.
- Visible leader, company spokesperson and ambassador internally and externally.

Required Skills/Abilities

- Strong business and financial acumen.
- Strong understanding of commercial construction principles
- Excellent verbal and written communication skills.
- Strong negotiation skills.
- Ability to work with various disciplines (internal/external) to achieve results.
- Strong ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient in Microsoft Office programs and data management programs.

Education and Experience

- Bachelor's degree in Construction Management.
- 10+ years commercial construction experience.
- 3+ years of executive level commercial construction experience.
- Proven experience in executive leadership roles with a focus on operations management.
- Strong track record of driving operational improvements, cost optimization, and process efficiencies.
- Proven success in staff development and attainment of team goals.

EEO Statement

Workplace Elements provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.