

THE UNSTOPPABLE ENTREPRENEUR

Unstoppable Entrepreneur LLC

Operations Manager

The Unstoppable Entrepreneur LLC is seeking to add an Operations Manager to our rapidly growing team! This individual will work directly to assist the HR Manager with overall operations and is responsible for the effective and successful management of labor and productivity. The Operations Manager will enhance the operational procedure, systems and principles in the areas of information flow and management, business processes, enhanced management reporting and looks for opportunities to expand systems. Carry out supervisory responsibilities in accordance with company's policies and applicable laws.

This position is a full-time, remote role and is perfect for an individual who is familiar with a variety of the field's concepts, practices and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Perform a variety of tasks, lead and direct the work of others. A wide degree of creativity and latitude is expected. Experience in Operations is a requirement for this job

Responsibilities Include:

- Develop, design and implement systems and processes
- Monitor, manage, troubleshoot and improve the efficiency of all softwares
 - We are currently in the last stages of building a unique software platform. This person will be responsible for knowing this system fully.
- Coordinate, manage and monitor the workings of various departments.
- Apply and interpret audit and compliance requirements.
- Assist with onboarding of new employees.
- Schedule and organize the broadcast of company-wide meetings.
- Calendar management across departments.
- Assist with setting up business entities with our legal team
- Run metric reports, statistics and create graphs for all divisions of the company
- Track and add PTO to appropriate calendars.
- Be knowledgeable of the benefits offered to employees and be able to speak about them
- Communication across divisions on initiatives and important events

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Want to become the newest member of our *DreamTeam* ? Submit your resume and a 5 minute entry video to recruiting@unstoppableentrepreneur.com

*Please record and send us an Introductory VIDEO of yourself. Video files, YouTube links or Vimeo links will be accepted. The video should be brief/under five minutes and should include the following:

- (1) What interests you about the role and responsibilities.
- (2) Traits or skills do you have that are in accordance with the role.
- (3) Challenges you think may accompany the role.
- (4) Your personal objectives and how you will utilize this opportunity to achieve them.
- (5) Please share anything else you would like us to know about you.

About The Unstoppable Entrepreneur

Kelly Roach is known as THE BUSINESS CATALYST, helping elite business owners become game changers in their field and achieve million dollar + breakthroughs in their business.

As a former Fortune 500 executive who built and led record-breaking teams in 17 locations around the US, Kelly's programs and consulting encompass billion dollar corporate strategies combined with the speed and agility of the most powerful online strategies of today.

Kelly is a featured expert on ABC, NBC, Good Day, the CW and in some of the world's leading publications such as Inc. and Forbes where she shares the principles of her best-selling books and top podcast, Unstoppable Success Radio.

Kelly is committed to ongoing philanthropic work to bring clean drinking water to those who do not have access and is the co-founder of Give Her Courage, a movement to instill courage and confidence in the girls of our future from the start.