**Director of Operations Job Description**

**Description**

You’re a people person who’s equally passionate about helping people and growing businesses. You have a competitive spirit and love the feeling of winning and excelling, but at the end of the day you’re most fulfilled when you also know that you’re bringing happiness to people.

You like what you’re doing now, but you don’t feel like you’re getting the opportunity to live up to your full potential. You’re ready for a new challenge that will take all your talents to succeed but also bring the kind of professional fulfilment that only comes when you’re successfully growing a business *and* doing good in the world.

Is this you? If so, we want to talk to you. We’re a growing business dedicated to providing great care *and* great employment—and we’re looking for a strong leader to be our Director of Operations.

**Responsibilities**

* Oversee all day-to-day operations
* Take P&L responsibility; increase both top-line revenue and bottom-line profits
* Take final responsibility for ensuring that clients and employees are taken care of
* Set a personal example that exemplifies our company values
* Ensure compliance with all legal standards across the business
* Be both a strong administrative manager and a compassionate people leader

**Qualifications**

* A level of hands-on knowledge and on-your-feet decision-making that typically comes at around 5-10 years of experience in a similar work setting
* Experience managing people in stressful situations
* The rare combination of strong people skills *and* strong administrative abilities
* Awareness of your own strengths and weaknesses; willing to improve and/or delegate areas of weakness
* Bachelors or masters in a related field (either business or clinical) a strong plus, but not required
* [INSERT ANY NEEDED CERTIFICATIONS HERE]

**Pay**

* $XX-$XX depending on experience and other factors

**Benefits**

* INSERT BENEFITS DETAILS