Job Posting

Location: Oregon Region – Portland, OR		
Job title: Operations Support Manager		
Reports To: Senior Vice President, Operations		
Type of Position: Exempt, full-time	**Salary:** DOE	**Posting Period:** Until Filled

Purpose of Position:
Support and provide oversight for day to day activities in Wave's busy regional operating groups. Provide leadership, guidance and direction in concert with Senior Vice President, to ensure operations remain focused on business plans, customer and employee satisfaction.

Responsibilities:

- Support day to day activities of regional operating group
- Provide leadership and management guidance to department heads
- Motivate, counsel, and develop team-orientation among staff
- Act on SVP's behalf as needed
- Meet with local governing officials and franchise authorities as needed
- Staffing analysis on productivity and efficiencies
- Assistance with recruiting, placement and hiring
- Project planning and process implementations
- Safety or licensing certification tracking and coordination
- Assist with budgets and forecasts (labor, expenses), participation in P&L reviews
- Assist the management team with analyzing needs for capital expenditures, provide justification for projects and create purchase orders
- Fleet, warehouse, facilities management
- Coordination with staff and legal department on a variety of contracts
- Assist in development of business plans and the implementation of those plans
- Assist with managing larger project with technical operations and sales teams

Qualifications:

- Bachelor's Degree and four to five years related experience preferred or five to eight years related work experience required.
- Experience in Broadband industry preferred
- Strong knowledge of management principles, organizational and leadership development
- Professional demeanor, articulate, good listener, and conflict manager
- Experience in project management
- Familiar with telecommunication/cable TV franchise agreements
- High energy person with a strong willingness to complete difficult and multiple work assignments

- Proficient in using Excel, Project Management software, Word and Power Point
- Strong interpersonal skills and ability to communicate effectively with policy makers
- Must be able to work a variety of hours and accept extended schedules

Diverse Workforce / EEO:
Wave recognizes and strongly supports the benefits of a diverse workforce, and strives to provide a culture that recognizes the unique contributions of each of our employees. Wave requires a drug test, background check, employment, and education verification as conditions of employment. Wave Broadband is an equal opportunity employer and will consider all qualified candidates regardless of race, color, religion, national origin, gender, age, marital status, veteran status, and the presence of a non-job related handicap or disability, or any other legally protected status.

To Apply:
Candidates may submit cover letter and resume to
careers@wavebroadband.com