

SUMMARY: The Director of Operations will oversee all operations for three separate companies in business coaching, consulting, speaking, training and peer groups/masterminds. Your role is to *run the show* and keep everything running smoothly while directing and coordinating all actions and activities across the organizations.

COMPANIES: PM and Associates, PM Coaching, Velocity Masterminds

TITLE: Director of Operations

LOCATION: Fargo, ND - Some light regional/national travel required

HOURS: Full-Time, 40 hours/wk, beginning early 2022



ATTRIBUTES:

- *** *PASSION FOR BUILDING SOMETHING GREAT THAT CREATES MASSIVE IMPACT BY HELPING OTHERS* ***
If you don't live by the above, please do not apply
- Self-Starting Personality - You don't wait until you're told, you take initiative and always look for ways to help and accomplish more
- Entrepreneurial Mindset - You have to appreciate the process and the journey involved in building something truly amazing that will outlive you and leave behind a legacy
- Growth Mindset and Unafraid to Fail - We all fail...You are one that is always willing to realize that and get back up again in order to figure out how to be successful
- Authentic, Genuine and Transparent Personality - You say what you mean and mean what you say, as well as never being afraid of being yourself
- Ability to Lead and Take Control, *Run the Show* - You love opportunities to take charge and make things happen
- Unshakeable Integrity & Character - You're someone whose friends, peers and fellow employees will always speak extremely highly of and would always recommend
- High Energy - This role will take someone that embraces *LET'S GOOO*
- Loves Networking and Building New Relationships - You're a people person and enjoy the uniqueness and diversity in every new relationship you form
- No Problem Being On Camera - Yes, this might take some getting used to, but you embrace it

RESPONSIBILITIES/SKILLS:

- Project Management - You have the ability to dynamically manage, prioritize and balance multiple projects and communication with individuals
- High Level of Organization & Detail - You're someone that knows it's the little things that make the difference, and you make sure they are not only done, but done only to the highest level the first time
- Top-Notch Communication Skills - Whether in-person, virtually or through an email, you're a clear, concise and transparent communicator people love to connect with
- Scheduling - You're a master when it comes to scheduling, calendars and creating time efficiencies and optimization
- Event Planning - You can take an overall vision for an event and conceptualize and implement all the details for it
- Marketing - You're able to create marketing collateral such as 1-sheeters, white papers and social media postings
- Sales - Probably not asked to perform this too often, but you have no problem making a call to introduce yourself and set up a meeting or move something to the next step
- Preparation for Client Sessions - You love making sure the atmosphere is just right and everything is set up perfectly for a team for their training or workshop, as well as throughout the day
- Creative Problem Solver and Quick Learner - You'd rather say Yes than No because you love finding the process improvement and best way to accomplish the task

TECHNOLOGY PLATFORMS/SOFTWARES:

- Monday.com, HubSpot, Various Social Media Platforms, Mailchimp, Canva, Calendly, Quickbooks, Google My Business, Wordpress, Zoom, Microsoft Teams, Outlook

ETC:

- Must be at least 18 years old and eligible to work in the United States

EMAIL YOUR RESUME TO
PATRICK@PATRICK-METZGER.COM

WWW.PATRICK-METZGER.COM

(701) 412-1710 | PATRICK@PATRICK-METZGER.COM