

## Operations Manager

Through 30 years of designing and building customized events, Décor & More have become the industry leader both locally and beyond. Our trusted team delivers a vivid dream hundreds of nights per year. Visit our website <https://www.decorandmore.com/> Join our team to turn the mundane into the insane!

We are looking for an **Operations Manager** to join our talented & creative team. Reporting to the President, you will be responsible for warehouse operations, training and development and inventory management.

### Duties & Responsibilities:

#### Warehouse Operations

- Maintain fleet of trucks and other company vehicles including regular maintenance checks, plate renewals etc.
- Production crew scheduling as per labour requests
- Order warehouse supplies as required
- Maintain all warehouse equipment
- Maintaining a safe & clean working environment by adhering to the *Occupational Health & Safety Act* and by complying with the Company's policies and procedures.

#### Training & Development

- Partner with Logistics & Production Manager in the interviewing, hiring and training of new employees. Mentoring crew and providing regular constructive feedback. Provide a clear and consistent example of our Corporate Mission and Values.
- Training staff on all props — names, detailed instructions on how to put together, trouble shooting, tools & equipment required.
- Training staff to drive & maintain cubes & 24 foot trucks. Instruct drivers on paperwork required and safety procedures.
- Health & Safety Training for new employees – manlift, harness, PPE etc. – document training on appropriate forms
- Performance management – provide performance feedback as required including coaching and discipline

#### Inventory Management

- Partner with the Logistics & Production Manager to preserve, organize and track movement of all physical goods.
- Establish inventory control procedures.
- Update systems with all inventory additions and retirements.
- Responsible for the accuracy of all counts as shown in Intelevent.
- Ensure prop loss sheets are filled out regularly and correctly by Production staff - distribute reports to Event Coordinators in a timely manner.
- Quality control of all inventory – ensure pieces are in good repair and show ready. Determine repair &/or disposal requirements of damaged goods.
- Coordinate re-covering of all furniture including couches, ottomans, stools and chairs.
- Ensure all inventory is stored in appropriate designated areas & that proper Health & Safety measures are taken to ensure stability of all props and furniture.

#### Skills & Qualifications

- 5 years of related management or supervisory experience is required
- Post-secondary education in event marketing or management would be an asset
- Solid project management skills with the ability to manage multiple projects simultaneously
- Strong and effective verbal and written communication skills

#### License

- Possess a "G" drivers license with the ability to be insured under our company insurance policy

#### Working Conditions

- Flexible work location with the ability to work from our Oakville office, remotely from a home office and on-site during the execution of events.

**Schedule**

- Regular Monday to Friday business hours however, you must be available to work occasional early mornings, evenings, and weekends as required to meet deadlines, assist in the execution of events or attend networking functions.

**Benefits**

- Two weeks' vacation entitlement to start
- Group Benefit program that includes healthcare, dental, life insurance, long term disability after 3 months of employment
- Company RRSP matching program

**COVID-19 considerations**

- Protective equipment is available for employees. There are regular cleaning and sanitation protocols in place, and we have adjusted workspaces to comply with social distancing guidance.

*Décor & More is committed to meeting the accessibility needs of all individuals in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code (OHRC). Should you require accommodations during the recruitment and selection process, please let us know. Décor @ More is an equal opportunity employer.*