



UPSTATE

COIN & GOLD

Operations Manager

We are seeking an experienced Operations Manager to join our team! You will be an integral part of our Wholesale Department and essential to drive the future of our company. We are experiencing steady, sustainable growth year after year and are seeking only the best of the best to come grow with us!

Responsibilities:

- Maintain high level oversight of Wholesale Department while monitoring / developing / enforcing very specific protocols and procedures to achieve fast and accurate day-to-day operations
- Manage staff of 8-10 to efficiently complete daily, weekly, and monthly objectives in a manner that builds upon our best-in-class service for our wide array of vendors and customers
- Refined, strong leadership in delegating responsibilities and development to staff
- Improve upon the existing procedures for Receiving, Processing, and Shipping divisions while maintaining strict inventory controls
- Liaison for other departments. Reports to COO and CEO.

Qualifications:

- Considerable managerial experience
- Excellent time management skills for self and subordinates
- Possession of key competencies including team-building, organization, and decision-making
- Strong logistical knowledge is a plus
- Excellent analytical and problem-solving skills
- Flexibility to adjust team's priorities quickly in fast-paced, changing environment
- Strong written and oral communication skills
- Proficient in MS Office and Google Suite tools
- ERP experience is a plus
- Bachelor's Degree and 2+ year operations experience in supervisory role

What We Offer:

- Competitive salary commensurate with experience
- Friendly, team-based colleagues
- Extensive training to build your product knowledge and industry awareness
- Full benefits package and 401K available
- Rewards for performance, innovation, and results

Resume should be sent to careers@upstatecoins.com.