



OPERATIONS MANAGER

Come join our team at H2E!

H2E is a growing consulting electrical engineering firm that specializes in helping our clients improve processes, increase safety, reduce their impact, and be more competitive. We build strong relationships as demonstrated by over 95% of our clients retaining H2E for their next project.

H2E supports clients throughout the US and several clients in their international operations in South America and Africa. We assist our clients with world class safety assessments, capital investment planning and budgeting, electrical engineering design, automation design, programming, integration, construction assistance and commissioning services.

H2E provides an employee driven environment with a strong mission coupled with great core values. It is a place where your talents can be fully utilized with the daily reward of accomplishment. An environment where you are challenged each day to pursue your career objectives and grow in your understanding of what it means to be a part of a progressive consulting firm making a difference.

We are currently looking for an Operations Manager to join our Corporate team.

About Your Work:

The Operations Manager (OM) is a corporate level management position and is ultimately responsible for providing oversight and direction to staff to meet stated company and department goals. The OM's primary role is to support the CEO. The OM, in support of the CEO, plans, organizes, directs, staffs, leads, controls, and oversees the operations and health of H2E. The OM manages the day-to-day excellence of the team, with a focus on talent development, process compliance and project team performance. The OM reports to and executes the vision of the CEO.

Primary Objectives/Responsibilities

- Develops a culture of H2E's vision, core values, and goals:
 - Develops a culture that emphasizes high performance, continual improvement, and quality.
 - Fosters collaboration between teams and departments
 - Establishes lines of communication both horizontally and vertically
 - Maintains transparent and effective communication
- Leads talent development:
 - Develops a superior workforce (skill and team development).
 - Recruits key talent
 - Retains key talent
 - Trains and mentors
 - Evaluates engineer/designer performance
 - Recognizes and rewards engineer/designer performance
- Leads process compliance:
 - Contributes to Programs, manuals, guides, policies and procedures of the QMS
 - Reviews processes to ensure team member awareness and effectiveness
 - Models and enforces accountability to H2E process
 - Implements process based on workflow/structure understanding



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- Guides and mentors team members to follow appropriate programs, manuals, guides
- Asks clarifying questions to encourage growth and self-monitoring
- Trains employees to use policies and procedures
- Supports Project Team Performance:
 - Supports project initiation, planning (PI) and execution
 - Supports project managers (PMs)

Qualifications

- Experience in leading, supporting, and mentoring others
- Knowledge of the functions, operation, and vision of H2E
- Excellent communication skills both verbal and written
- Knowledge and experience in organizational effectiveness and operations management
- A demonstrated commitment to high professional ethical standards
- Excellent interpersonal skills and a collaborative management style

Requirements

- BS Degree
- 5 plus years of experience in managing professional services/technical teams

Supervisory Responsibilities

- Supervises staff

What H2E Offers:

- Competitive Wages
- Health/Dental/Vision Benefits
- 401k/Profit Sharing
- Flexible Hours
- Holiday, Sick, and Vacation Time
- Opportunity for Advancement
- Amazing Team Environment

How to Apply:

Please review the position posting and respond with cover letter and resume. Including previous work samples as appropriate is highly encouraged. Apply via E-mail to recruiting1@H2Einc.com.