

Ideal Air Conditioning & Insulation, Phoenix, AZ.

We are a locally owned, high-quality HVAC, Insulation, and full-service home energy efficiency contractor serving the greater Phoenix, Arizona metro region, including Scottsdale, Mesa, Tempe, and Chandler. We offer home improvement services that improve comfort, indoor air quality, and building health and safety in residential retrofit and small commercial applications throughout the region. We are a growing company that promotes an atmosphere that encourages entrepreneurial spirit and seeks people who want to share in our success!

We are Hiring an Operations Manager HVAC.

Summary/Objective: To assist the owners in the implementation and execution of the company's goals. This includes but is not limited to the following areas: supervision of the company's sales, service, installation, and administrative functions.

What we have to offer:

- Company take-home vehicle, phone, laptop
- **Dealer training for Trane & Mitsubishi equipment**
- We are **Trane Comfort Specialists & Mitsubishi Ductless Elite Pros**
- Contractor of the year Sustained Excellence! **ENERGY STAR Award 2023**
- **Training 100% company paid**

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Paid vacation
- Sick Leave
- 7 paid holidays
- 401K with match
- Continuing training, coaching and education
- Growth Opportunities

Job Title: Operations Manager

Compensation: \$105,000 - \$150,000 salaried, depending on experience

Work Schedule: Full Time

Required Qualifications:

- Valid driver's license and insurable through company insurance carrier
- 5+ years management experience
- 5-10 years minimum Business Management Experience
- 5 years of Construction / HVAC Industry Management Experience
- Strong Communication Skills
- Advanced Computer Skills
- P&L Experience
- Job Costing Experience
- Strong Customer Service Skills
- Strong Leadership Skills
- Experience in Operating a Business with minimal supervision
- Experience in Managing multiple departments
- Candidates will be required to pass a background check and drug test upon being given a condition offer of employment

Desired Qualifications

- 10+ years management experience in skilled trades/construction
- Bachelor's degree or higher
- QuickBooks experience

Essential Duties

- Oversee company operations
- Oversee the sales, management, and service department
- Perform supervisory responsibilities to include hiring, counseling, mentoring, and terminating employees
- Review billing reports, cash reports, productivity reports on a daily basis, discussion with appropriate managers as warranted.
- Monitor expenses; approve overhead expenditures in line with stated authority the Owners
- Conduct company meetings with each team and managers
- Continue to work with the Office Manager and other managers to improve the overall internal efficiencies of the company.

- Responsible for meeting ownership's business goals.
- Implementation and execution of the strategic plan as outlined by the Owners to reach desired goals.
- Act as a back up to the following management positions: Sales, Service, Install and Office.
- Develop operations standards and policies through input and discussion with the Installation, Service, Sales and Office Managers.
- Be available to answer manager and/or employee questions.
- Resolve disputes and problems, which may arise between various departments/managers.
- Resolve customer disputes if not settled at the manager's level
- Negotiate pricing with vendors and suppliers, including billing terms, prompt pay discounts, shipping discounts etc.
- Negotiate and approve project contracts.
- Attend bi-weekly manager meetings and assist the Vice President in the tracking and monitoring of various department goals and effectiveness
- Some new construction project duties include assisting with sales, estimating, creating, and assembling submittals, O & M manuals, change orders and additions, purchasing of equipment and materials, coordination of various departments involvement, contract negotiation, job design.
- Installation department inventory ordering, stocking, and control

Check us out online: www.idealairaz.com