**COO JOB DESCRIPTION**

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| **EMPLOYER INFORMATION** |

**Name**: Solar Biometrics

**Address**: 8765 Maple St., Johnsonville MO, 23456

**Phone**: 555-457-2793

**E-Mail**: humanresources@solarbiometrics.com

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| **EMPLOYMENT ELIGIBILITY** |

**Job Title**: Chief Operating Officer (COO)

**Reports to**: Chief Executive Office (CEO)

**Job Location**: 8765 Maple St., Johnsonville MO, 23456

**Start Date**: July 15, 2021

**Job Type**:  Full-time  Part-time  Independent Contractor  Intern

**# of Hours**: 40 Hours per week

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| **JOB DESCRIPTION** |

The Chief Operating Officer will manage the daily operations of the organization. They will oversee the productivity and output of all company departments and will work closely with department heads to ensure all department needs are always met.

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| **RESPONSIBILITIES AND DUTIES** |

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| * Complement our CEO; | * Implement company strategies; |
| * Maintain management structures; | * Supervise all departments; |

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| **QUALIFICATIONS / REQUIREMENTS** |

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| * Bachelor’s degree (MBA preferred) | * Advanced leadership skills; |
| * 10+ years’ experience in the field; | * Flexibility and adaptability; |
| * Problem-solving skills; | * Personnel management; |
| * Financial management; | * Expert communication skills; |
| * Results-driven mentality; | * Strong negotiation skills. |