

COO JOB DESCRIPTION

EMPLOYER INFORMATION

Name: Solar Biometrics

Address: 8765 Maple St., Johnsonville MO, 23456

Phone: 555-457-2793

E-Mail: humanresources@solarbiometrics.com

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

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.

RESPONSIBILITIES AND DUTIES

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

QUALIFICATIONS / REQUIREMENTS

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