**Chief Operations Officer**

**About the Company**

*[Introduce your company]*

**Job Summary**

We are seeking a passionate **Chief Operations Officer** who will oversee the firm’s ongoing operations and procedures. The COO will be accountable for the overall performance of the firm and for the managing of the day-to-day operations ensuring efficiency, quality and cost-effective management of resources.

**Roles and Responsibilities:**

* Contribute to the creation of organizational culture, mission, vision and ethos.
* Collaborate with the CEO and management team to design and implement plans for the operational infrastructure of systems and processes to accommodate the firm’s growth and objectives.
* Convert vision into specific actionable strategies and plans.
* Oversee company operations and employee productivity.
* Oversee internal communications to ensure all employees are updated on key company messages and clearly understand the firm’s vision and values.
* Assess and implement new technologies, and collaborate with management regarding the implementation of these technologies to improve quality, efficiency and productivity, reduce costs and increase profits.
* Lead and develop teams across multiple locations and over various functions.
* Foster a culture of accountability and performance: Through a combination of building out the people team plus modeling and teaching excellent people management skills, create a stronger, performance-driven culture.
* Coach and develop the team to ensure they are delivering against key business metrics and meeting performance expectations.
* Monitor performance and establish corrective measures as needed, and prepare detailed reports, both current and forecasting.
* Develop business partnerships and plans that ensure alignment with short-term and long-term objectives
* Maintain and build trusted relationships with key customers, clients, partners, and stakeholders
* Represent the firm internally and externally as it relates to operational aspects of the business.

**Qualifications:**

* Bachelor’s degree in Business Administration, or related field.
* 5+ years experience in executive leadership positions.
* Solid understanding of staff management and business strategies.
* Working knowledge of data analysis and performance/operation metrics.
* Outstanding organizational and leadership abilities.
* Must have superior decision-making skills.
* Must possess executive-level communication and influencing skills with the ability to resolve issues, build consensus among groups of diverse internal/external stakeholders, and have proven skill in negotiating and mediating conflict.