 **Operations Manager**

Lupton Associates is a Manufacturer’s Representative Firm ([www.luptons.com](http://www.luptons.com)) specializing in the sale of Custom Engineered Components (*Moldings, Machined Parts, Castings, Fabricated Metals, Stampings, EMS and Wire Harness Assembly*). We call on OEM’s, Design firms, and contract manufacturers throughout the United States, Canada and Mexico.

**Operations Manager Duties and Responsibilities:**

* Oversee internal Marketing efforts
* Manage internal and external IT and the implementation of various CRM, IT interfaces and deployed equipment.
* Act as HR Manager including developing companywide MBO’s, tracking objectives, driving adoption of company policies, internal AP/AR staff oversight, drive the adoption of customer relationship management tool and, in general, track the big picture to identify potential areas of improvement
* Will have the responsibility to identify and hire new talent in various roles for the organization
* Long-term planning to create initiatives that further the company’s overall goals
* Monitor and develop reporting mechanisms related to both ongoing and new strategic initiatives
* Responsible to develop a reporting process to the leadership at Lupton Associates
* Coordinating internal and external teams to foster exchange of ideas and provide cross-team learning opportunities
* Depending on abilities and aptitude, Operations Manager may assume the role as Sales Manager for a portion of the outside sales team
* Inspiring and motivating employees to perform at their best through positive encouragement
* Working with leadership and the sales team to respond to shifting company priorities and projects
* Identifying potential problems and points of friction and working to find solutions in order to maximize efficiency and revenue
* Identifying opportunities to expand or shift course in order to take advantage of changes in the market
* Other tasks as defined

**Experience:**

* 5+ years Management Experience and a College Degree Required
* B2B sales, marketing, sales management experience a plus
* Candidate must be self-motivated and comfortable communicating with external customers, team members and global manufacturers.
* Microsoft Office 365 and CRM expertise

This position is based in Canandaigua, NY and is full-time exempt. Salary will be commensurate with experience and final management responsibilities, 401K, all approved business expenses, medical and other insurances paid.

**Skills/Qualifications:**

Leadership and management skills: honest, ability to earn respect of those you lead, organizational skills and the flexibility to jump from priority to priority. Ability to support Sales Team, Internal Ops team and provide Territory Sales Support. Willingness to learn and obtain market knowledge, presentation skills, excellent communication skills (written and verbal), resilient and persistent, goal driven and professional.

Must have a valid driver’s license. Must be able to sit for prolonged period at a desk and be willing and able to travel.

Qualified candidates please submit your cover letter and resume to HR14424@gmail.com