



New York City District Council of Carpenters

## **BENEFIT FUNDS**

**POSITION TITLE** Operations Manager

**REPORTS TO:** Director of Training

**FLSA STATUS:** Exempt

**DIRECT REPORTS:** None

**POSITION PURPOSE:** The Operations Manager will provide overall management and oversight to the Training Center. This position will support the Training Director in that day to day operations of the support staff. This position will also create and design new methods of organization and efficient work practices.

### **ESSENTIAL JOB FUNCTIONS:**

- Prepare agenda and materials for Training Committee meetings, take meeting minutes and transcribe the minutes for distribution.
- Management of the Department's calendar and assist with travel arrangements and scheduling of conferences.
- Partner with the NYS Department of Labor to comply with their regulations and policies.
- Organize required paperwork of students.
- Lead group discussions with staff.
- Create Power Point presentations for Executive meetings.
- Cultivate a team environment and assist staff with meeting deadlines.
- Assist with the planning and coordination of large events.
- Review and edit SOPs.
- Manage and maintain service contracts on office equipment, including copiers and postage machines
- Draft and edit complex documents to be presented to Board of trustees.
- Assist new members upon entering apprenticeship program.
- Provide status notification for contractors and attendance checks for students
- Responsible for various typing projects for staff and students.
- Responsible for the submission of paperwork to the U.S. Department of Labor, United Brotherhood of Carpenters & Joiners of America and Carpenters Training Center to obtain certificates for graduating apprentices.
- Assist in the recruitment process of the New York City District Council of Carpenters Training Centers' Apprenticeship Program

**REQUIREMENTS/EDUCATION:**

Bachelor's degree preferred  
5-7 years of Management experience

**OTHER SKILLS & ABILITIES:**

- Skilled in Microsoft Office applications including Word, Excel and Outlook
- Excellent written and verbal communication skills.
- Attention to detail
- Ability to learn new technology systems
- Ability to attend special events, evening hours
- Ability to travel for training
- Ability to work in a fast-paced environment
- Ability to work independently as well as work as a member of a team;
- Ability to prioritize work and meet deadlines.
- Good interpersonal and client service skills.