



Business Operations Manager

R&T Hood and Duct Services, Inc., a leader in the industry for providing fire protection services to the greater Seattle area, is seeking a **Business Operations Manager**. We are seeking the right candidate to help set and drive a new direction for the company with improving efficiencies and processes. As a member of the leadership team, this critical position will be responsible for supporting the accounting function and chartered with the goal of creating revenue, cost, and customer based reports that to ensure our customer satisfaction, retention and expansion are tracked and on target. You will be accountable for setting and managing goals for a small accounting team. Position is located in the Georgetown neighborhood of Seattle.

What You'll Be Doing:

- Lead Process Improvement projects in various areas of the company including the processes around job invoicing and scheduling.
- Manage a small team of Clerks to ensure all basic Accounting functions (AR, AP, Payroll, etc.) occur in an accurate, efficient and timely manner.
- Create and complete business performance reporting (daily, weekly, monthly, quarterly and annually).
- Manage collections and accounts receivables to meet stated goals.
- Manage the Purchasing and inventory functions.

What We're Looking for In You:

- **Continuous Improvement:** You have a passion for the process of improving.
- **Leadership:** Your integrity and enthusiasm ensure others look to you for direction and guidance.
- **Professionalism:** Your attitude and mannerism represent RT Hood to our customers and team members in the most positive way.
- **Adaptability:** Able to produce significant output while improving the systems and methods around you. You thrive in a fast-paced environment.
- **Persistence:** Demonstrates tenacity and willingness to go the distance to get something done.
- **Proactivity:** Brings new ideas to the table. "How can I make things better for our customers?"

What You Should Have:

- 5+ years of experience in an Operations Management role.
- 2-3 year of experience in a Lean or CPI driven organization.
- Experience in Cost and Financial accounting roles.
- History of increasing responsibility and promotions.
- Proven history of achieving and consistently exceeding goals.
- Strong attention to detail!
- Has a desire to grow yourself and your team members personally and professionally.

About R&T Hood and Duct Services:

R&T Hood and Duct Services, Inc. has provided fire protection services to the greater Seattle area for over 30 years. R&T Hood and Duct is based in Seattle, WA and has an excellent team of 45+ employees that are responsible for the installation and inspection of kitchen fire suppression systems, fire extinguishers and kitchen hood/duct systems. Our combination of technical expertise and commitment to customer service remains unmatched in the industry. Go to <http://rthood.com/> to learn more!

Benefits offered:

R&T Hood and Duct Services, Inc. offers a generous benefits packages for all employees including:

- Paid Time Off
- Health Insurance

- Dental Insurance
- 401(K) Retirement Benefit
- Advancement Opportunities
- Paid Volunteer Time Off
- Employee Referral Bonus Program
- Education Assistance or Tuition Reimbursement

All Things HR, an external HR Consulting Company, has partnered with R&T Hood and Duct Services to assist with the hiring process. If this position looks like a fit for you, submit your resume and cover letter to jobs@allthings-hr.com.