

## **About Centdoor**

Centdoor is a world class engineering solutions provider. We lead in addressing energy, telecommunications and infrastructure needs, through innovation and excellence. We are a responsible corporate citizen, living by our values. We respect, motivate and reward our people for achievement and innovation. Additionally, we strive to ensure a fair return to our shareholders.

As a strategic initiative, Centdoor focuses on the provision of wireless construction services throughout the United States.

## **General Position Summary**

Centdoor has an exciting opportunity for an experienced Chief Operating Officer to join its team to oversee the organizations ongoing operations, under the direction of the Chief Executive Officer, as we embark on our mission of creating a world class brand, with a reputation for keeping our promise. As the COO, you will oversee all operations and procedures, also, the role affords you the opportunity to be on the management team. You will establish all policies that promotes company culture and vision through its operations. The role is responsible for the efficiency of the business, which includes maintaining control of diverse business operations and establishing and following a set of policies and processes.

The goal of the COO position is to secure the functionality of business to drive extensive and sustainable growth. As a startup, the role of a COO is critical in designing and executing our key policies and procedures.

## **Essential Job Functions**

- Collaborate with the CEO on the five-ten-year plans for the organization's growth and evolution
- Assist the CFO with financial projections and analyses of existing programs and policies.
- Help budgeting and resource allocation efforts alongside the other C-level executives and the senior management team
- Ensure all program initiatives align with the company's core values and culture
- Provide leadership to subordinates so that they might take more initiative in their roles
- Design and implement business operations, strategies, plans and procedures.
- Establish policies that promote company culture and vision.
- Oversee operations of the company and the work of executives.
- Set comprehensive goals for performance and growth.
- Establish policies that promote company culture and vision
- Oversee daily operations of the company and the work of executives in several departments.
- High-level understanding of all business functions such as IT, HR, Finance, Marketing, etc.
- Lead employees to encourage maximum performance and dedication.

- Evaluate performance by analyzing and interpreting data and metrics.
- Write and submit reports to the CEO in all matters of importance
- Participate in expansion activities (investments, acquisitions, corporate alliances etc.
- Manage relationships with partners/vendors.
- Provide day-to-day leadership and management.
- Responsible for driving the company to achieve and surpass sales, profitability, cash flow and business goals and objectives.
- Excellent interpersonal, presentation and public speaking skills, both practiced and impromptu.
- Dedication to building and growing a strong and stable workforce
- Outstanding organizational and leadership abilities, including the ability to recognize and cultivate rising talent.
- Aptitude in sound decision-making and problem-solving in pressure situations
- Treat all other duties assigned by the CEO.

#### **Qualifications and Desired Attributes**

- 15+ years' experience in management
- 7+ years' experience in staffing or human resources
- MBA required
- Advanced organizational leadership skills
- Excellent written, oral and client-facing communication skills
- Budget-focused mindset
- Proven experience as Chief Operating Office or relevant role
- Understanding of business functions such as HR, Finance, marketing etc.
- Demonstrable competency in strategic planning and business development
- Experience in fundraising will be a plus
- Working knowledge of data analysis and performance/operation metrics
- Working knowledge of IT/Business infrastructure and MS Office
- Outstanding organizational and leadership abilities
- Excellent interpersonal and public speaking skills
- Aptitude in decision-making and problem-solving
- Understanding of data analysis and performance/operation metrics

Local candidates preferred. No relocation is offered.

Location: Dallas, TX