


OPERATIONS MANAGER

Starr Whitehouse, a Lower Manhattan-based landscape architecture and planning practice, seeks a self-directed and well-organized Operations Manager to maintain and improve our business operations. Help keep us organized, positive, and efficient as we tackle some of the biggest challenges facing the natural and urban environments today.

Objectives and Responsibilities include:

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- Supervise the Administrative Coordinator, who runs day-to-day office operations
 - Work closely with Marketing Director and Comptroller to improve office protocols
 - Work closely with Partners, Director of Technology, and IT consultants to maintain IT systems (new computers, upgrades to server, maintain/purchase new software licenses, etc.)
 - Maintain staffing and project information in CMAP, our project management software (previous experience a plus, but not required)
 - Oversee weekly staff meeting agenda preparation and circulating
 - Attend to the esprit de corps
 - Keep ear to the ground for staff's concerns and ideas to bring up in staff meetings or to the partners
 - Manage subconsultant agreements: send new subconsultant agreements to partner firms, follow up, and archive signed agreements once received
 - Coordinate with insurance provider on special insurance requests
 - Onboard new hires
 - Oversee and improve the office space, layout, and décor
 - Support studio staff with project administration as needed
 - When needed, help Administrative Coordinator with "overflow" daily operations: answering phones, scheduling, coordination with third-party IT consultant, and maintaining a relationship with building management

Qualifications for this position include:

Three or more years of proven experience in operations management, business administration, or related field

Excellent organization and communication skills

Know how to set goals, take responsibility, mentor, and lead by example

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07/08/22

Page 2

Ability to take initiative and problem solve on the spot

English fluency

Experience troubleshooting computers a plus

Experience with CMAP a plus

Knowledge of Adobe software a plus

Interest in landscape architecture, architecture, or urban planning a plus

The firm offers benefits and an energetic, collaborative environment that is attentive to employees' quality of life. Starr Whitehouse is an Equal Opportunity Employer.

Please respond with letter of interest and resume as **one PDF file** with email subject line:
"Operations Manager_Name " to jobs@starrwhitehouse.com.