



## **Operations Manager**

Tradewater is a mission-based company headquartered in Chicago and operating around the world. We collect, manage, and destroy greenhouse gases. Our projects are designed to fight climate change, create economic development opportunities, and make a profit. We believe companies with this mission are better positioned for growth and success in a changing economy, and we are proving it year over year.

Tradewater owns and operates a warehouse facility in Elk Grove Village, Illinois. The facility is also an EPA-certified refrigerant reclaimer. The work at the facility includes the receipt, aggregation, and processing of refrigerant sourced from throughout the United States. We are seeking applicants to fill the position of Operations Manager. The role will include a transitional period of overlap with the current Operations manager, who will be retiring at the end of 2019.

### **Responsibilities**

- Supervise and aid in the professional development of a team of Process Technicians and Warehouse Associates and motivate them to meet and exceed ambitious goals
- Help nurture and grow a culture of professionalism, teamwork and collaboration
- Plan and schedule staff and resources to meet refrigerant processing volume goals and deadlines, while maintaining high standards for quality
- Ensure performance to budget and monitor progress through objective benchmarks and data-driven performance metrics
- Maintain a safe workplace and ensure warehouse team members understand and follow all safety standards
- Ensure the continued compliance of the facility with federal and state regulations (OSHA, RCRA, CAA, EPCRA, DOT HazMat, etc.), local ordinances, and internal quality standards
- Lead efforts around the continuous improvement of processes, workflows, and workplace organization, and help champion a culture of innovation
- Participate in the expansion of the company by helping to build new business lines, incorporate them into warehouse operations, and identify and fill staffing needs.
- Learn and occasionally perform the core workflows to receive, aggregate, and process refrigerant arriving at the facility
- Assist with the routine maintenance and troubleshooting of refrigerant handling and testing equipment
- Occasionally assist in the procurement of refrigerant

### **Position Requirements**

- Enthusiasm for our mission to collect and destroy greenhouse gases

- 5 + years of management experience in a manufacturing or shop environment
- Demonstrated basic mechanical and electrical aptitude
- Attention to detail, punctuality, and strong organizational skills
- Commitment to working safely
- Strong computer skills including the Microsoft Office Suite, web-based applications, and enterprise software tools for resource and production planning, customer relationship management, and inventory management.
- Must be able to lift at least 50 pounds and work in a warehouse environment

### **Preferred Experience**

- Knowledge of HVAC/R systems or refrigerants
- Experience in the preparation of shipping papers
- Knowledge of DOT hazmat regulations
- Experience with process improvement methodologies such as Six Sigma, Lean, TQM, etc.
- Bachelor's, Associates or Technical degree in a manufacturing related concentration

Tradewater offers a competitive salary and good benefits. If you are interested, please send a cover letter and resume to Jessica Dixon at [jdixon@tradewater.us](mailto:jdixon@tradewater.us) explaining your interest in this position, why you would be well suited for it, and how you would use your experiences to be successful in the role. An initial phone screen meeting will be held with qualified candidates, followed by one or more in-person interviews.