



Career Opportunity for Operations Manager

Shelter Products has been a leading lumber and building material distributor for over half a century. Our business is built on relationships, and with sales exceeding \$550 million annually, we know our employees are critical to our success. As an employee-owned company, we are in touch with what is vital to our team. We offer a comprehensive benefits package designed to positively impact all areas of your life – from health and well-being to career and financial security.

We have an exciting opportunity for an Operations Manager to join our team in Milwaukie, Oregon.

Position Summary:

The Operations Manager functions as a business partner to the division vice president and supervises support functions. The Operations Manager will assist in developing and executing long and short-term initiatives and plans aligned with broader business goals.

Successful Candidates:

Education:

- Bachelor's degree with emphasis in Finance or Accounting

Experience:

- 10 years experience in Finance or Accounting
- Experience in wholesale or distribution company; contractor sales a plus
- Demonstrated leadership in managing staff and major projects or initiatives
- Budget development, forecasting, and oversight experience
- Knowledge and experience in organizational effectiveness and operations management
- Knowledge of business and management principles and practices

Skills:

- High energy with a strong work ethic
- Critical thinking and problem-solving skills
- Effective communication skills, verbal and written

- Excellent interpersonal skills and a collaborative management style
- Ability to create and customize complex analytical documents utilizing Microsoft Office products

Abilities:

- Frequent travel required
- Ability to make decisions that significantly impact the company's credibility, operations, and services
- Ability to define issues, collect data, establish facts, and draw valid conclusions
- Ability to organize and prioritize workload
- Able to travel to customer and company locations
- Regularly required to remain in a stationary position
- Regularly required to move about the office to access file cabinets and office machinery
- Constantly operates a computer and other office machinery
- Requires the ability to hear and speak effectively on the phone and to use a computer and other electronic devices

Benefits:

- Health insurance
- Health savings account
- Dental insurance
- Vision insurance
- Paid time off
- Discretionary Bonus
- 401(k) Plan with Company stock option
- Life insurance
- Flexible spending account

For a comprehensive look at our employee-owned company, please view our website at www.shelter-products.com.

Please send your resume to Tammy Hooper, VP of Human Resources, at thooper@shelter-products.com.