



OPERATIONS MANAGER

The OppInc. One-Stop Workforce Center in Norfolk provides federally funded workforce development resources, services and programs for adults and dislocated workers in need of employment assistance and/or occupational skills training and is currently seeking qualified and customer service minded applicants for the position of Operations Manager.

The Operations Manager is primarily responsible for the MIS; fiscal management; workshop planning and delivery; performance tracking and reporting; customer resource room; office management; and, other administrative support functions for the Hampton Roads One-Stop System. The position directly supervises the Operations staff; serves as a member of the One-Stop Management Team; and, acts as the One-Stop Director, in their absence.

A Bachelors Degree in business, public administration, human services or related field; at least two (2) years experience in the management and/or operation of a workforce development or related customer service delivery program; and, experience in the direct supervision of staff, is required. Strong experience in the use of computers and administrative software; excellent oral, written and interpersonal communications skills; and, fiscal management/funds tracking experience, are preferred.

Beginning annual salary ranges from \$48,621 to \$59,240 depending on qualifications, with excellent benefits, including paid employee health insurance and the Virginia Retirement System. Submit resume with cover letter to: Opportunity Inc. of Hampton Roads, 500 East Plume Street, Suite 700, Norfolk, VA 23510 or fax to (757) 622-0944 by 5:00 p.m. Eastern Time, Monday, November 22, 2010.

An Equal Opportunity Employer.