

JOB POSTING

Job Opening Date: April 25, 2018

Job Closing Date: When position is filled

Job Title: Ground Services Manager

Department Metro Shore

Job Location: Los Angeles, Calif.

Contact: Nick Stramp

Responsibilities:

- Provides effective on-site management of ground operations, including staff supervision and overall logistics
- Handles administrative responsibilities related to operations, including billing, payroll, staffing and hiring
- Responsible for logistics planning and operational set-up
- Communicates via email with ship personnel and vendors
- Maintains positive relations with staff, clients and vendors
- Provides operational feedback to, and works with, upper management
- In accordance with applicable policies/procedures and Federal/State laws, may perform the following supervisory responsibilities:
 - Interviewing, hiring, orienting, coaching and developing employees
 - Planning, assigning, and directing work
 - Appraising, managing and rewarding performance
 - Addressing complaints and resolving problems

Education and/or Work Experience:

- Equivalent of a High School Diploma and 6-8+ years progressively responsible, related experience
- Experience managing a staff
- Excellent customer service skills
- Working knowledge of Microsoft Office
- Associate's or Bachelor's degree in a related field of study desirable