



The Position: Operations Manager
Job Location: Tulsa, Oklahoma
Position Type: Regular Full-Time
Start Date: Immediate
Education/Experience: May have a bachelor's degree in business and 5 years experience in operations management

Responsibilities

- Ensure that the company has the adequate and suitable resources to complete its activities (people, material, equipment, etc.)
- Organize and coordinate operations in ways that ensure maximum productivity
- Maintain relationships with partners/vendors/suppliers
- Ensure adherence to legal rules and guidelines
- Excellent organizational and leadership skills
- Prepare SBA submittals and required reporting
- Serve as the liaison and clerk for the companies' boards and owner
- Maintain business website and establish document retention processes
- Ability to work with all MS Office programs
- Assist with the development and update of polies and procedures
- Perform HR Generalist functions

Supervisory Responsibilities

Carries out supervisory responsibilities in accordance with the companies' policies and applicable State and Federal laws. Responsibilities may include training employees, planning, assigning and directing work; appraising job performance; rewarding or disciplining employees; addressing complaints and resolving conflicts.

Qualifications

To perform this job successfully an individual must be able to perform each essential duty satisfactorily as listed above. These requirements are representative of the knowledge, skill and/or ability required. A demonstrated ability to follow directions and complete assigned tasks with a minimum of instruction and supervision is essential. The ideal candidate will be well-versed in all business matters. They will be a competent leader.

The Company

Osage LLC is a wholly owned Osage Nation subsidiary headquartered in Tulsa, Oklahoma responsible for the oversight and management of several subsidiary companies. The company focuses on government contracting in a variety of industries, including construction services and information technology.

Osage LLC offers a rich employee benefit program that includes 100% company-paid health, dental and vision insurance, 100% company-paid life insurance, flexible spending accounts, 401k plans with company matching contributions and paid time off.

Preference will be given to qualified applicants who are members of the Osage Nation or a federally recognized Native American tribe.

To Apply: please email your resume to info@tallgrass-osage.com