

Our client is seeking a General Manager who will meet planned growth, revenue, operating income, and customer retention goals for entire location in southern California in a timely cost effective, high quality manner.

Responsibilities:

- Redeem annual plan in bookings, revenue, gross profit, sales expense, G & A expense, and operating income..
- Delegate and organize work of others by position description and procedures; assure subordinates accept responsibility and agree on assigned annual written objectives.
- Effectively audit performance of subordinates and follow-up.
- Build rapport and productive working relationships with customers, vendors and other outside agents. Effectively represent company's interest to outside agents to maximize profits.
- Build and maintain rapport and positive working relations with all company and inter-company staff to resolve problems, exploit opportunities and maximize profits.
- Motivate and train subordinates. Develop and implement programs to improve skill deficiencies of individual subordinates and subordinate organizations as a group.
- Develop annual according to established procedures and assure compliance with approved budget.
- Direct the sales force to achieve annual booking goals. Participate with the sales force in the development and implementation of sales campaigns, programs and procedures. Support the Division subordinates in the use of company's sales tools. Provide direct sales assistance on key accounts.
- Train, direct and evaluate subordinates in providing materials, directions, tools and logistical support to field personnel to maximize output per hour. Motivate subordinates and maintain high morale. Instruct and direct subordinates to properly staff assignments to control labor costs.
- Evaluate current market (i.e. market share, geography, customer's service mix, etc.) Identify new markets. Develop and execute a plan for market penetration which assures attainment of profit goals.
- Regularly review operating and sales policy, procedures and methods. Measure effectiveness of existing programs, identify problems or weaknesses and establish new methods or corrective action. Establish policies and procedures necessary for internal administration.
- Train, direct and evaluate the staff in effectively evaluating and selling price escalations. Establish escalation policy to assure customer retention while maintaining profit objectives. Minimize cancellation rate by assisting and directing sales and operations to promptly and effectively redeem customer obligations and respond to cancellation notices.
- Monitor all billing to assure optimum cash flow. Train, direct and evaluate subordinates to assure optimum cash flow.
- Train, direct and evaluate the subordinates in the effective application of credit and collections program. Assess degree of risk. Approve new accounts according to credit policy.
- Establish pricing policies. Audit surveys, pricing and proposals to insure they meet company policy and profit goals. Train, direct and evaluate the Division sales force to properly survey and price all agreements.
- Train, direct and evaluate subordinates in the preparation of prompt, clear, concise and complete documentation and paperwork. Audit agreement packages and company paperwork to assure quality.
- Assure compliance with company policies and laws. Redeem specific minority manpower goals. Represent the company in meeting with the officials and explain and defend practices.

Requirements:

- HS Diploma or equivalent.
- Minimum of ten years related experience.
- Understanding of HVAC, general office procedures, and record keeping functions.
- Knowledge of all related computer applications.
- Must have a basic understanding of mechanical systems and their operation.
- Well organized, accurate and attentive to detail.
- Excellent communication and public relation abilities.
- Strong typing and computer application skills.
- Ability to assist and support others.

Salary - \$110,000

Interested parties should send their resume to:

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