

Missing Person's Report: Regional Operations Manager



Description

The Regional Operations Manager position with Master Networks Headquarters is a multi-faceted demanding position on our team. This position requires someone with the skills to multi-task to manage several regions and provide back up to other team members.. This position is responsible for working with a designated set of regions to provide member support, chapter updates, and tracking of growth.

To be successful in this position, this person will need to work independently to meet deadlines, while collaborating with other team members. Communication with the team regarding challenges and brainstorming solutions is necessary to maintaining a cohesive work environment. You will need experience with MicroSoft Products and web research.

We are a growing company and work in a fast-paced environment. Speed of implementation is our motto! We rely on collaboration and team work along with independence, to complete our tasks and reach goals.

Responsibilities

There are three major areas of responsibility:

1. Member Support and Updates
 - ✓ Answer member questions and resolve issues via phone and email.
 - ✓ Process new members.
 - ✓ Process membership changes.
2. Chapter Changes and Updates
 - ✓ Process Chapter Launches and Updates
3. Regional Leadership Support
 - ✓ Create monthly regional reports.
 - ✓ Answer Regional Leadership questions and resolve issues via phone and email.
 - ✓ Update Regional Leadership changes.

Compensation

Salary based on experience.

Location

Master Networks Headquarters in Plano, TX.

Click [here](#) to apply!