



WELLNESS WITH ROSE JOB DESCRIPTION

JOB TITLE: President/COO
DEPARTMENT: Executive Management

Overview of Role:

This position is part of the management team for a cutting-edge nutrition and wellness company. The role's primary responsibilities are to plan and manage company operations in support of overarching vision and achieving business goals. Reports to Owner.

As the President/COO, responsibilities include but are not limited to: employee relations, process improvement, and problem resolution. Directs operations on a daily basis and is the go-to person for staff regarding operations issues. Ensures customer satisfaction while optimizing work place productivity.

Participates with executive management in developing a shared vision of organization including employee work/life balance. Member of management team that monitors and directs the company operations as a whole.

The following functions report to the President/COO: accounting, customer service, administrative assistants.

Overview of Company:

Wellness With Rose is an established, profitable 100% virtual nutritional counseling company that provides cutting edge holistic, personal healthcare. The Company delivers telephone based personal coaching and online products through teleclasses, webinars, e-newsletters, coaching programs, DVD and audio programs and books. These innovative products and services provide personal nutritional solutions that change the lives of clients all over the world.

Leadership/Authority:

President/COO leads staff to reach company goals while maintaining work/life balance. This role will manage and mentor the team, and direct their daily activities as needed.

Has authority to hire/fire, set employee schedules, recommend compensation increases/decreases and promotions and demotions.

**Responsibilities:**

- Manages company policy rules in the areas of manufacturing techniques, quality, cost reduction, complete and on-time delivery, safety, customer satisfaction, employee relations, visual controls and plant performance measures.
- Provides leadership for employee relations through effective communications, coaching, training, and development.
- Provides leadership for problem resolution in support of continual quality improvement for work processes and employee relationships.
- Manages inventory ensuring that the required goods are on hand and to control production on products less ordered.
- Ensures safety compliance with regard to inventory storage and distribution.
- Provides leadership through creating and implementing 3-6 month planning cycle.
- Ensures compliance with state and federal regulations
- Other related duties as assigned.

Qualifications:

- Education: Masters Degree/MBA Preferred
- Experience: 3-5 years of experience at a level that include development and implementation of operations.
- 5 years of experience managing people

Skills and Experience:***Required***

- Computer proficiency with Microsoft Office suite of software, email and internet functionality
- Enjoy continuous learning about business and technology, including ability to learn/prepare staff to use new software programs ongoing as needed
- Work with subject matter experts to maintain compliance with state and federal regulations
- Guide and supervise Product development.
- Excellent verbal and written communication skills



- People Management; Ability to manage people effectively and develop strong, effective team relationships
- Leadership: demonstrated ability to lead people and to get results through others
- Task Management: ability to organize and manage multiple priorities while maintaining attention to detail
- Training: demonstrated ability to train and develop employees.
- Measurement of performance to company goals and standards
- Demonstrated ability to set and meet/exceed targets for company improvements in safety, quality, cost, delivery, customer satisfaction and employee relations.
- Technical skills involved in inventory management, production scheduling and delivery.
- Ability to analyze problems effectively in order to address root cause
- Excellent interpersonal and communication skills
- High performance and strong team player
- Planning: ability to effectively plan and implement in 3-6 month time span

Desired

- Experience working in internet business arena, especially internet marketing and the creation/distribution of information products