



Position: Manager of Operations

Employment Type: Full-Time

Office Location: Flexible (Required to travel between offices as needed)

Key Functions:

- Facility management
- Website management
- CRM Software management

Responsibilities:

Facility Management

- Managing and supervising janitorial staff members to monitor the safety and cleanliness of interior and exterior areas of all offices.
- Performing routine maintenance on facilities and scheduling routine inspections and repairs with outside vendors.
- Ensuring proper security measures for the workplace, including collaborating with security system vendors or a team of security professionals.
- Creating reports on maintenance, repairs, safety and other occurrences for supervisors and other relevant staff.
- Preparing facilities for changing weather conditions.
- Collaborating with building owners and upper management on budgeting for facilities needs.

IT & Data Management

- Constructing and implementing plans to ensure the company's network continues to operate smoothly
- Staying up to date with new network technology and reporting this information to the executive team
- Working closely with other department leaders to assess the growth needs and maintenance of the company's network
- Overseeing the functionality of the website, evaluate and manage website performance, facilitate hosting and server management, and develop, maintain and update website content.
- Assisting staff to keep track of various data utilizing a CRM software.
- Overseeing the development and integration of new technologies and initiatives into data standards and structures.
- Training staff members and providing troubleshooting support.



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Qualifications:

- Bachelors' degree in related fields
- Experience as a facility, IT, website or data management preferred
- Korean speaking ability is preferred, but not required
- Strong ability in using MS Office, Google Suites, Web Design and CMR platforms.
- Outstanding communication and interpersonal skills
- Ability to handle data with confidentiality
- Good organizational and time management skills