



Position: Operations Lead

Organization: Philadelphia Table Company

Location: Gloucester City, NJ; Philadelphia, PA; Remote/Traveling

Reports To: Owner/CEO/Head of Designs

About Us:

Philadelphia Table Company, is a boutique furniture, woodworking, and interior design company specializing in handcrafted furniture, custom furniture, millwork and interior design for both residential and commercial applications. We work with homeowners, designers, architects, business owners and more.

All of our items are handcrafted and made to order with precision by our team of highly skilled craftspeople at our facility in Gloucester City, NJ.

Company Values:

- *Team over Self*
- *Client "WOW" Factor*
- *Creativity*
- *Pride in Work*
- *12/10 Effort, willing to go above and beyond.*
- *Solutions Oriented*
- *Clear, honest inter/intra company communication.*
- *Eco-friendliest solutions first*

Responsibilities:

- People and Development
 - Leads by example as a role model for PTC's values and culture
 - Develops company efficiencies through business tracking and analysis
 - Creates and maintains a positive work environment
 - Establishes and maintains relationships with clients, vendors, fellow companies
- Production
 - Responsible for daily production schedules and workflow but discussed with lead craftsperson
 - Creates work orders and delegates who they are assigned to
 - Tracks direct cost of goods and expenditures
 - Purchases all materials and supplies
 - Ensures all pieces are true to the PTC aesthetic.
- Operations
 - Responsible for scheduling deliveries and staff work schedules
 - Oversee logistics (inbound and outbound)
 - Sets and communicates priorities to Shop Manager in order to meet project deadlines
 - Develop new methods of profit and company growth
 - Create and Implement systems that maximize efficiency and profitability
 - Directs project management and designer along with sales
 - Daily / weekly meetings with CEO & production team
 - Delegating tasks and systems to PTC leadership members
 - General counsel and strategy with owner
 - Attend strategic sales presentations / marketing presentations with CEO

Skills:

- Communicates clearly and sets realistic expectations
- Addresses situations with a solutions orientation
- Possesses a strong attention to detail, organization, and preparedness
- Possesses strong interpersonal skills and the ability to build relationships
- Builds team enthusiasm and maintains positive rapport
- Ability to work independently with little direction and supervision
- Develops and improves processes
- Missional, goal focused
- Rewarded by profit
- Quality / technical / efficiency focused
- Strategic and creative

Experience

- High School degree or equivalent required
- Bachelor's Degree

- 2+ years of management experience preferred