

Job Title: Business Operations Specialist

Department: Business

Hiring Manager: Dr. Hancock

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Job Description:

The Business Operational Specialist (BOS) will review the business operations of NWCS' for the purpose of improving operational processes to better serve families, and to make corporate operations more efficient.

Duties and Responsibilities:

1. Builds Teams to generate recurring income
2. Works to increase the value of our physical assets
3. Reengineers processes to improve efficiency
4. Solves complex problems relating to the operation of the business
5. Conducts operational research
6. Property Management of the Cedar campus and Thrift Store Building
7. Consults with property managers and principals regarding property maintenance and management of the Colbert Campus and Redwood Plaza.

Qualifications:

1. Education
 - Required Bachelor's degree in finance/accounting, operational management, business, education or related field
2. Experience
 - Facility oversight experience
 - Supervisory experience
3. Other required knowledge, skills, and abilities:
 - Effective Communicator
 - Team builder

This job will remain open until filled.

Northwest Christian Schools, Inc. is an equal opportunity employer.