



*Intelligent InSites is now recruiting for:*

## **Director of Operations**

Intelligent InSites is the developer of the InSites Enterprise Platform for the real-time location of patients, staff, equipment, and inventory within hospitals, clinics, and long-term care facilities. Our solution combines innovative location-sensing hardware, handheld PDAs and our hosted software applications that integrate with the customer's existing systems to deliver significant improvements in organizational efficiency, patient safety, and provider effectiveness. Intelligent InSites is based in Fargo, North Dakota with customers across the United States and Canada.

For more company information, please visit [www.intelligentinsites.com](http://www.intelligentinsites.com).

## **Position Responsibilities**

### **Assignment Focus:**

The Director of Operations is responsible for managing all hands-on operational aspects of the company, and assists the CEO in the aggressive and successful growth of the company.

### **Role:**

Through a respectful, constructive, and energetic style, guided by the objectives of the company, the Director of Operations provides the leadership, management, and vision necessary to ensure that the company has the proper operational controls, administrative and reporting procedures, and people systems in place to effectively grow the organization and to ensure financial strength and operating efficiency.

### **Primary Responsibilities:**

- Provide day-to-day leadership and management that reflects the mission and core values of the company.
- Responsible for driving the company to achieve and surpass profitability, cash flow, and business goals and objectives.
- Responsible for the measurement and effectiveness of all processes internal and external. Provides timely, accurate, and complete reports on the operating condition of the company.
- Spearhead the development, communication, and implementation of effective growth strategies and processes.
- Collaborate with the management team to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate the rapid growth objectives of the organization.
- Motivate and lead a high-performance team of managers and staff; attract, recruit, and retain managers and staff not currently in place; provide mentoring as a cornerstone to the management career development program.
- Foster a success-oriented, accountable, and ethical environment within the company.

### **Functional Responsibilities:**

- Supervision of accounting, collections, and daily cash flow management
- Annual budgeting and monitoring of income/expenditures against budget
- Management of implementation services and customer support, including project management, methodologies, customer lifecycle management, change order management, sub-contractor management
- Day-to-day management of development, services, support, and administrative staff
- Support of sales operations, including proposal estimates, site visits, sourcing, contracting, and order processing



- Coordination of IT and internal technology expenditures
- Ensure regulatory compliance of products
- Periodic reporting to federal, state, and local entities; quarterly financial statements
- Maintain and update company policies and monitor compliance
- Vendor and contract negotiation/management
- Managing human resources, including performance management and compensation design
- Securing all required space, materials, and such
- Ensuring day-to-day needs of the business are met

Intelligent InSites offers our team members competitive compensation and benefits. Please email your resume and cover letter to [careers@intelligentinsites.com](mailto:careers@intelligentinsites.com).