

OPERATIONS MANAGER – 2017

COMPANY PROFILE

Cor Strategies is an innovative political solutions company founded in 2009 on the concept that the fields of politics, marketing, and technology could be fused to achieve superior results. We are now the largest center-right political consulting firm in Illinois, having worked with nearly 400 campaigns and 150 businesses and organizations.

POSITION DESCRIPTION

As our client base continues to grow exponentially, we are in need of additional operational assistance to help coordinate our services as well as those of several partners.

This individual would be tasked with taking and fulfilling orders for services and materials. They would interact directly with the client to determine their needs and inform them of pricing, making recommendations on the best option(s) for the client. Once an order is made, they would fulfill the order. For services, they would utilize our team and partners to schedule and execute the service implementation. For materials, they would coordinate the production of the materials including assisting with purchasing supplies and raw materials, the assembly/creation of any necessary materials, and the delivery of the finished product to the client. Throughout the process, the individual would remain in close contact with the client, ensuring their complete satisfaction and maximizing the chances at repeat business.

This role also includes some management of others, both internal team members and external partners and vendors, to ensure services are being performed and materials are being developed on time and at a level that will meet the client's needs and expectations. As their comfort in this role grows, they would be given even more opportunities to manage individuals, including employees. Finally, if entrepreneurial skills are developed and exhibited, the individual would be given the opportunity to manage a business of their own under our umbrella of companies.

Individuals in this role must be experts at getting things done efficiently and effectively. They must have excellent attention to detail and be willing to do whatever it takes to satisfy their clients. They must be personable and friendly, able to interact with clients, team members, partners, & vendors professionally and constructively. They must be experts at multi-tasking, embrace challenges, and have the ability to set ambitious goals and deliver results. They must be able to work effectively both individually and in a team environment. Candidates must hold right-of-center political beliefs and be located in (or able/willing to travel to) Chicagoland.



POSITION RESPONSIBILITIES

- Build relationship with clients and be able to understand their goals and campaign/organization in order to provide personal and effective service.
- Take orders from clients, going over options and pricing and securing agreement on a final order.
- Handle all correspondence in a timely manner, including responding to calls and answering emails and mail.
- Fulfill orders:
 - Services: Utilize the team and partners we have in place to plan, schedule, and execute the service implementation. Support that execution as much as necessary to ensure a successful implementation and completion of the service.
 - Materials: Coordinate the production of the ordered materials by assisting with the purchase of supplies and raw materials, the performance of any services necessary to develop that material, the assembly/creation of the materials, the client approval, and the delivery of the finished product.
- Remain in close contact with client, providing updates and gathering feedback to ensure the client's complete satisfaction and to maximize the chances at repeat and regular business.
- Oversee efforts to perform services and fulfill orders, both by internal team members and external partners and vendors, to ensure all services and products meet Cor's high standards of quality and excellence and are completed and delivered in a timely manner.
- Manage individuals as part of the operational team, coordinate schedules, and support team members as necessary to foster a successful and collaborative work environment.
- Identify areas of improvement and opportunities for increased business and profit, making recommendations to leadership. Grow to potentially manage a business of your own under our umbrella.

POSITION REQUIREMENTS

- Demonstrable Republican or conservative political experience in any U.S. jurisdiction
- Self-starter with ability to work independently and as part of a team
- Excellent attention to detail, skilled at multi-tasking, hard-working, and efficient
- Personable and friendly, able to interact professionally and constructively both internally and externally
- A desire to learn and an interest in continued involvement in right-of-center politics
- Trustworthy and ability to respect confidentiality and work with discretion
- A strong commitment to Cor's mission, core values, and clients
- A passion for the opportunity and field as well as an interest in growing with an exciting firm
- Located in (or able/willing to travel to) Chicagoland

POSITION COMPENSATION & BENEFITS

Compensation will be commensurate with experience and responsibilities. Cor provides healthcare and retirement benefits, a flexible work schedule, and rapid advancement opportunities.

TO APPLY

Send a cover letter, your resume, 3 references, and links to your social media profiles to Hub@CorStrategies.com. Phone calls will not be accepted.

