



EMPLOYEE JOB DESCRIPTION

Integrator/General Manager

Reports To: Visionary/Owner

FLSA Status: Exempt

SUMMARY: Leads and oversees the business operations to champion culture and compliance to successfully grow the business while staying tr to the core values and mission of all departments.

DUTIES AND RESPONSIBILITIES:

- Champions and integrates the goals of the company outlined by the Visionary.
- Prioritizes and manages department projects.
- Delegates responsibility and clear measurable objectives to various department team leaders.
- Promotes healthy business relationships through trust, loyalty, and communication with employees, customers, vendors and service providers.
- Leads by example through the use of Country Building's core values and mission.
- Oversees innovative solutions to challenges by collecting, analyzing, evaluating and synthesizing information.
- Oversees department team leaders.
- Oversees budget objectives, personnel management and goal production within all departments.
- Performs all other duties as assigned.

SUPERVISOR RESPONSIBILITIES:

- All Team Leaders from Country Building Departments.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience** - High School Diploma (or GED or High School Equivalence Certificate); bachelor's degree preferred, two or more years of Management or equivalent combination of education and experience. Proven experience as a manufacturing manager or similar role, preferred.
- **Language Skills** – Ability to read, analyze, and interpret common financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, employees, or members of the business community. Ability to effectively present information to management, public groups, and/or the leaders of the company. Ability to interact clearly and effectively, in both written and oral communication with supervisors, clients, staff, vendors, etc.
- **Mathematical Skills** – Ability to apply complex concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Computer Skills** - To perform this job successfully, an individual should be proficient

in personal computer skills, including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc. This role requires advanced knowledge of QuickBooks (or similar software) and Microsoft Office.

- **Other Qualifications** – Access to reliable transportation to and from work.

COMPETENCIES:

- **Decision Quality** – makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment. Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time. Sought out by others for advice and solutions.
- **Ethics and Values** – Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times. Acts in line with those values. Rewards the right values and disapproves of others. Practices what he/she preaches.
- **Critical Thinking** – Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems with strong analytical and problem-solving skills.
Attention to detail – manages multiple projects by determining project urgency in a practical way and creates detailed action plans.
- **Active Listening** – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting. Works well independently and within a team setting.

CLASSIFICATION AND COMPENSATION:

- Onsite: Shiloh, Ohio Monday–Friday 7 am – 4 pm
- Health benefits, including vision and dental
- Retirement plan eligible
- Profit Sharing may be available, quarterly
- Salary Range: \$90k - \$130k

PHYSICAL DEMANDS:

While performing the duties of this job, the individual must be able to remain in a stationary position for 90 percent of the time while operating their computer and performing office work. The individual needs to occasionally move about inside the office. They constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, fax machine, and computer printer. They must be able to exchange accurate information with customers and others in the office while interacting. The employee must regularly move up to 15 pounds and occasionally up to 25 pounds. The individual must be capable of reviewing their work for errors and making adjustments as necessary.

WORK ENVIRONMENT:

While performing the duties of this job, the individual is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually low to moderate. The individual frequently works in a controlled climate.

Employee Signature: _____ **Date:** _____

Employee Name: _____ **Date:** _____
(Printed)