



## **Business Operations Manager Trainee**

SPS Companies, Inc. is currently seeking a Business Operations Manager Trainee to join our team. The ideal candidate will have a strong work ethic, take initiative, and excel at building relationships. This position will ensure systems operate smoothly, align with our quality standards, and will continue to maximize the efficiency of business procedures.

SPS Companies, Inc. is a wholesale distributor of products and services for residential and commercial plumbing, mechanical and industrial piping, heating, ventilation, air conditioning, refrigeration, and fire protection. We have three divisions: Plumbing and HVAC, Fire Protection, and Roofing and Sheet Metal. As an Employee-Owned Company (ESOP), our employees have a vested interest in SPS and its success.

### **Responsibilities**

- Optimize operations with a focus on systems, superior service, expense control and supporting organizational policies and procedures
- Monitor financial data and recommend solutions that will improve profitability
- Forecast requirements; help prepare an annual budget, schedule expenditures, analyze variances, initiate corrective actions
- Review and approve operational invoices
- Understand staff roles and incorporate them appropriately into strategic plans
- Recruit and hire new employees, review hours and compensation, address employee performance, and develop corrective action plans when necessary
- Ensure technology is being utilized correctly to manage inventory effectively
- Manage relationships with customers, staff, and key vendors
- Address potential service, product, and inventory issues when they arise

### **Requirements**

- Experience developing relationships with customers, vendors, staff, and industry partners
- Strong business acumen and critical thinking skills with a passion for driving process improvement
- Self-sufficient and able to manage time and prioritize work effectively
- Genuine and effective communicator, adept at both written and verbal communication
- Proficient in Microsoft Office programs; experience with ERP and CRM systems a plus
- Education: Bachelor's degree in business management
- Location: Candidate will report to our corporate headquarters in St. Louis Park, MN, for six months, then possibly relocate to a different location for further training.

*This is a full-time position. Full-time employees are eligible for medical, dental, life and AD&D, long-term and short-term disability insurance. SPS Companies, Inc. is an Equal Opportunity Employer. We are a drug-free workplace, with pre-employment drug screening required. Employment is contingent upon successful completion of a background check.*

If you are interested in applying, please send a cover letter and resume to Stephanie Mulcahey, [smulcahey@spscompanies.com](mailto:smulcahey@spscompanies.com).