



THERMAL ENERGY STORAGE

Operations/HR Director

Location: Houston, TX

Compensation: Commensurate with experience | Benefits: Health, Dental & Vision Insurance, 401K

About

Viking Cold Solutions is the leading sustainability technology for temperature-controlled facilities. Our intelligent Thermal Energy Storage (TES) systems minimize energy use while better protecting food inside frozen food warehouses, supermarkets, and restaurants across the globe. We are seeking talented and motivated individuals to join our team and help us continue to tackle some of the world's biggest energy and food challenges with our award-winning TES technology.

Position

The Operations/HR Director will lead both the operations management and human resources functions with a focus on executing resource plans. This person will drive structure and consistency to achieve company goals.

Roles and Responsibilities

- Direct day-to-day business operations to promote team performance and client satisfaction.
- Coordinate project delivery and management with continuous improvement to ensure flawless execution.
- As part of the leadership team, identify and drive operational excellence by collaboration, and offer strategic and tactical solutions to business and human resource challenges.
- Assist accounting with job costing, reporting, calculating commissions, and client invoicing.
- Liaise with the outsourced Accounting and Payroll group including new hire set-up, pay changes, state agency management, employee support with Paychex, etc.
- Lead the human resource's function including budgeting, recruiting, hiring, onboarding, performance reviews, employee relations, PTO account management, benefits renewals, and administration with the support of our existing vendors, and consulting with other leadership on staff-related decisions.
- Revise, create and implement systems, policies, and procedures to drive organizational consistency.
- Negotiate and renew vendor agreements, insurance policies, and rental agreements.
- Lead safety training and awareness initiatives for employees and contractors; oversee the management of ISNetwork for compliance with corporate clients.
- Support Board of Directors, strategic and leadership meetings by overseeing materials creation and meeting coordination.

Skills and Experience

- Education and/or Experience:
 - Bachelor's degree: Master's degree is a plus
 - 5+ years of operations/administration/HR experience preferably in a technology/software company
 - Project management and strategic planning experience
- Language/Job Skills:
 - Excellent verbal and written communication skills.
 - Strong problem-solving and analytical skills.
 - Ability to diagnose operational issues and analyze root causes.
 - Strong organizational skills and sense of urgency
 - Proficient computer skills, including Microsoft Office (Word, Excel, Outlook, and PowerPoint).

Applications

To apply for this position, please email your resume and cover letter to apply@vikingcold.com.

Please note: Viking Cold Solutions occasionally amends or withdraws jobs and reserves the right to do so at any time.

Viking Cold Solutions, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, pregnancy, national origin, age, physical or mental disability, or genetic information. All employment decisions are based on business needs, job requirements, individual qualifications, and performance. We are committed to providing all employees with a diverse, inclusive, and positive work environment, and we do not tolerate any discrimination or harassment based on any of the above characteristics or on any other status protected by local, state, or federal laws.

