



THERMAL ENERGY STORAGE

Director of Operations

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 as we continue to grow and to tackle some of the world's biggest energy and food challenges with our award-winning TES technology.

Position

The Director of Operations will lead both the operations and human resources functions with a focus on managing and executing resource plans. This role drives 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 resource challenges.
- Assist with job costing, reporting, invoicing and performance benchmarking.
- Oversee 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.
- Liaise with the outsourced Accounting and Payroll group including new hire set-up, pay changes, state agency management, employee support with Paychex, etc.
- Revise, create and implement systems, policies, and procedures to drive organizational consistency.
- Negotiate contracts 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 leadership and Board of Directors meetings by overseeing materials creation and coordination.

Skills and Experience

- Education:
 - 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
- 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 hr@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.



Viking Cold Solutions
10335 Landsbury Dr. Suite 350
Houston, TX 77099

+1 832-781-COLD
info@vikingcold.com
vikingcold.com

Revised January 13, 2025