



VP, Business Operations (contract)

The Company

Pliteq® Inc. is an international supplier of recycled products to the construction industry. We are a group of experienced engineers focused on developing high-performing, cost-effective acoustical products to ensure building code is met for sound transmission. Pliteq is a privately-owned company with its main office in Toronto (Yonge St and York Mills Ave), its manufacturing facility in Vaughan and three international offices in the UK, Dubai and Singapore.

Innovative by design, simple to install, GenieClip® and GenieMat® are the trusted brands of architects, builders and acoustical consultants worldwide.

Pliteq continues to be a leading innovator in vibration and sound control on a global scale. We have a competitive and entrepreneurial culture and are currently recruiting for a VP, Business Operations contract role starting mid-January and lasting for 9 months – 1 year.

The Role

Reporting to the CEO, the VP, Business Operations will work closely with the VP, Technical Services and the VP, Engineering & Operations. Pliteq is a flat organization where you will be involved in most aspects of the business. You will directly manage about 20 people who are part of the marketing, sales and HR teams.

This role is office-based but the hours are flexible. We are looking for someone to work about 30 hours per week, spread across standard business hours. We are located at Yonge & York Mills in Toronto.

Ideally, you have at least eight years of management experience, are looking to manage a smart, capable, fun team and have the ability to hit the ground running.

Responsibilities

- Manage sales team of engineers, managers and directors
- Manage marketing team and all deliverables including marketing collateral, websites, video production
- Talent acquisition and development of orientation and training procedures
- Manage and develop employee processes and procedures that reinforce accountability to company goals and objectives
- General office management
- All other duties as may be assigned from time to time

Skills & Qualifications

- Minimum 8 years' management experience in sales, marketing or general management
- University degree in any field
- English proficiency and comprehension (spoken and written)
- Strong Microsoft Office skills
- Strong attention to detail



- Highly organized, ability to manage multiple priorities
- Strong verbal communication skills and listening skills
- Flexible, calm and helpful
- Team player, friendly, dependable and personable!

Experience comes in many forms, many skills are transferable, and the right attitude goes a long way at our organization. If your experience is close to matching the above then go ahead and apply!

Check us out at www.pliteq.com/

Email your resume and cover letter to hr@pliteq.com

We thank all applicants for their interest, but advise that only those selected for an interview will be contacted.