

J. HUTCHINS, INC.

EXCAVATION CONTRACTING

Client: J. Hutchins, Inc.

Website: jhutchinsinc.com; landshapes.net

Position Title: Director of Business Operations

Reports To: Owners

Location: Richmond, Vermont

J. Hutchins, Inc. is a family-owned and operated commercial excavation, paving, and landscaping company located in Richmond, Vermont. J. Hutchins, Inc. is in its 32nd year of business and has grown exponentially over the years and now staffs more than 160 seasonal and year-round employees.

The Director of Business Operations will oversee the business office and day-to-day activities of the company, ensuring that the organization is managed and performing efficiently and effectively. They will be actively involved in the implementing and overseeing of business processes and functions and play a substantial role themselves in the day-to-day duties and processes. They will also provide support and reporting for all financial aspects of the company's business office-related operations, working directly with the company's Controller and Auditing Firm on long-term goals, growth, profit, and return on investment.

Ideal Candidate Profile

The ideal candidate for this role has got to be someone who likes to roll their sleeves up and dive deep into every aspect of our business to fully understand how everything is connected. This individual has to thrive working in ambiguity and will need to understand that one decision can set off a cascade of variables that needs to be managed. They will need to be highly self-motivated, someone who doesn't require much direction, but can think, evaluate and investigate on their own. They should demonstrate a strong sense of business acumen and is confident to make educated and calculated decisions that might require them to research and learn things they've never been exposed to before. This is a role that offers a tremendous amount of complexity, and this person needs to demonstrate their ability to pivot in a fast-paced, growth environment.

We're looking for someone who is a strong collaborator, and who knows how to adjust their communication style appropriately to move the business forward. You'll be interacting with a wide range of people on various fronts, and you will need to build knowledge, trust and respect both internally and externally in order to be successful. In this role you will be customer facing so representing J. Hutchins, Inc. in a way that best represents the company is equally as important as the knowledge you will need to acquire and bring to those communications and collaborations

We're looking for someone who can demonstrate their ability to be "a doer" who is highly organized and can think strategically, someone who can develop processes, implement, train and follow thru on their success. This person should be someone who is constantly curious, resourceful and is intuitive to research topics they know nothing about but requires them to gain knowledge and learn quickly. Most importantly, we're looking for someone who loves a challenge but can also build and organize processes that others can understand and follow.

You will partner with the owners to make strategic decisions for operational efficiencies and set strategic plans. You will plan, monitor and play a very active hands-on role in the day-to-day operations of a fast-paced, high-growth business. The responsibilities of this role are extremely wide. We're looking for someone who has the ability to flex with these expansive responsibilities and is looking forward to a high level of growth opportunity. We're looking for someone who has demonstrated their ability to look at processes through a critical lens that can make recommendations for improvements that are scalable and sustainable. This individual needs to have a high level of business accuracy and a very serious-minded attention to detail and also has the capacity to manage a varying number of deliverables with competing timelines at the same time.

Rarely do career opportunities present themselves that truly give you the occasion to actively participate in the building of a high-level role in a company that can serve your own personal and professional development. This is an excellent opportunity for someone who wants establish roots in the Richmond, Vermont community while building a solid career inclusive of many options.

Education and Experience:

- Proven experience as Director of Business Operations or equivalent position
- Excellent organization and leadership abilities
- Outstanding communication and people skills
- In-depth knowledge of diverse business functions and principles
- Working knowledge of data analysis and performance/operation metrics
- Familiarity with MS Office
- BS/BA in business administration or relevant field will be a plus

J. Hutchins Inc. is partnering with Gallagher, Flynn, & Company, LLP to conduct this search. Interested candidates are encouraged to apply by sending an introductory cover letter and resume to Michelle Rawls, Director, Talent Acquisition at talentsolutions@gfc.com. While we appreciate all interest in this outstanding opportunity, only candidates who most closely align with our search will be contacted.

Disclaimer: What is listed above is representative of the responsibilities of the position but is not meant to be an exhaustive list. Responsibilities may change during employment at the company's discretion. Gallagher, Flynn & Company, LLP and J. Hutchins Inc. do not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factors.