



There's a botter way.™

Director of Operations & Finance

APPLICATION INSTRUCTIONS:

1. Email your cover letter and resume to natalie.bruno@macroconnect.net
2. A COVER LETTER IS REQUIRED (Applicants who apply without submitting a cover letter or who send a generic cover letter will not be considered).

JOB DESCRIPTION:

Director of Operations & Finance – Running the MarkSetBot Shop

Do you love providing order, structure, and systems to a production environment? Does inventory management sound fun to you? Do you have trouble doing anything without understanding the financial implications first? Do you love working with teams to deliver outstanding results to clients? If some version of this sounds like you, our Director of Operations & Finance role may be just right for you!

About MarkSetBot

MarkSetBot is at the forefront of change, redefining how sailboat regattas are managed with our state-of-the-art autonomous robotic buoys. We have built substantial momentum in the sailing world and are highly respected in the industry. The efficient operations of our production shop and smart financial oversight are critical to our success. Our focus is on continuing to manufacture cutting-edge aquatic drone technology to deliver to the world.

Your Role

As the Director of Operations and Finance, you will play a critical role in producing and delivering our product throughout the world-wide sailing community. You will be responsible for customer service, production, team management, and financial oversight. The successful candidate will deliver exceptional results and be primed to become our first COO as we grow.

Key Responsibilities

Operations

- Oversee all MarkSetBot shop personnel, leading, managing and holding the builders accountable

- Oversee all aspects of production and Bot building, ensuring customer orders are delivered on time and accurately
- Provide visibility on day-to-day activity to the MarkSetBot Leadership Team
- Manage parts inventory, submitting orders, and researching options for cost savings
- Own and manage our inventory management system
- Drive the team to seek better, faster, and more efficient ways of building Bots.
- Work collaboratively to build and implement standard operating procedures
- Oversee shipping and handling
- Work cross-functionally with sales team to improve handoffs
- Provide scoping support to the MarkSetBot sales team to ensure accurate client quotes

Finance

- Document and maintain complete and accurate financial information for all MarkSetBot transactions
- Oversee accounts payable and receivable
- Manage cash flow and prepare cash flow forecasts
- Reconcile all bank accounts, including merchant accounts
- Provide financial oversight and reporting
- As growth continues, vet and select software solutions to better manage our day-to-day operations and serve our needs

Qualifications

- 5+ years in an operations leadership role, preferably in a manufacturing environment
- Some supporting experience in a financial role such as bookkeeping, accounting, or financial reporting
- Demonstrated ability to meet deadlines, handle and prioritize simultaneous requests, while still maintaining strong customer service skills
- Experience with implementation and configuration of inventory management or ERP system
- Experience and comfort with parts inventory, tools, and machinery
- Strong people skills: managing, onboarding, and training, as well as client-facing skills

Soft Skills

- Strong attention to detail and a drive to get things done right the first time
- Driven by creative thinking and problem solving
- Strong written and oral communication

- Hungry, humble, smart, and emotionally intelligent
- Technically adept

Work Environment & Travel Expectation

MSB is headquartered in Detroit, MI, USA. Most of your workdays will be spent in the shop. Occasional travel inside and outside the US is required.

Salary: \$60,000 - \$70,000 /year