



## Chief Operating Officer

Are you an experienced management professional looking for a new challenge? Do the following sound like you?

- You are a strong leader and effective conflict manager who thrives in a high-pressure environment
- You enjoy managing the day-to-day operations of the organization and “keeping the trains running on time”
- You care about and have a passion for developing people
- You are a problem solver. You see the real issues, are adept at removing obstacles, and solving them
- You enjoy making a difference. You take pride in your work and want to be part of a company you can be proud of

You belong here with us! We are looking to grow and want you to join us on this exciting journey!

We’re a team of engaging, intelligent, and energized folks who are committed to making an impact in the world. We offer a friendly, employee centric culture and are passionate about our staff, their lives, happiness and personal growth.

---

### **The Position:**

We are seeking an experienced Chief Operating Officer to help leverage and grow our organization. The COO will be working closely with the President/CEO to develop and execute the business plan.

The COO will integrate all major operating functions of the business using Entrepreneurial Operating System (EOS) and ensure everyone is rowing together in the same direction. They will model the way, always working toward the greater good of the business.

Our ideal candidate has at least 5 – 10 years of related management experience including financial and personnel management and an in-depth understanding of the A/E/C industry.

### **The Responsibilities:**

- Faithfully executes the business plan, achieving or exceeding planned P+L objectives
- Leads, manages, and holds the leadership team accountable for achieving agreed-upon commitments. Serves as the liaison between the CEO and the remainder of the Leadership team
- Oversees staff, consultants and vendors including formulating policies and planning the use of materials and resources. Manages the day-to-day issues that arise
- Develops annual budget, determines workforce needs and analyzes budgetary constraints
- Ensures that all key messages are properly and consistently cascaded across the organization
- Ensures that everyone is truly following and adhering to the company’s core processes and operating system with consistency

- Motivates, coaches and trains team members and sets goals and accountability, providing appropriate feedback, rewards and recognition. Builds, manages and retains a diverse workforce.

**The Requirements:**

- 5+ years of related management experience in the consulting industry including financial and personnel management. Preference will be given to candidates with experience in the A/E/C industry. Experience managing using the Entrepreneurial Operating System (EOS) is desirable
- Keen strategic planning, organizing and financial management skills
- A proven history of growing and developing people
- A “player-coach” who can both manage teams and get into the weeds when necessary
- Experience balancing competing interests, effectively manage conflict and resolving issues in the best interest of the organization
- Adept at seeing real problems and solving them in a practical and healthy manner
- Ability to form connections and get along well with people; excellent communication skills
- Ability to delegate and elevate while monitoring results and holding people accountable

**Interested?**

Email resumes in confidence to Jennifer Cocco in Human Resources at [jcocco@siennaet.com](mailto:jcocco@siennaet.com). Not ready to apply but want to learn more? Feel free to email your questions or give us call at 716-332-3134 x306. We look forward to hearing from you!