



**JOB TITLE:** Operations Manager

**SALARY RANGE:** \$ 65,000 – 75,000

**OPENING DATE:** April 28, 2025

**CLOSING DATE:** Open Until Position is Filled

**WORK HOURS:** 8:00 AM – 5:00 PM

**JOB SUMMARY:** Visit San Antonio is seeking a highly organized full-time Operations Manager to report to the Director of Information Technology. This position takes primary responsibility for day-to-day facilities management and overall operational support across the office. The Operations Manager will balance a wide range of responsibilities and plays a key role in asset management, safety compliance, staff support, and scheduling coordination.

This role requires a professional attitude, exceptional attention to detail, flexibility, initiative, and the ability to prioritize multiple tasks with overlapping deadlines. The Operations Manager is crucial to ensuring the smooth, safe, and efficient functioning of our organization's physical spaces, assets, and operational workflows. This role may include supervision of administrative or support staff, including task delegation, performance monitoring, and providing guidance to ensure operational goals are met.

**ESSENTIAL JOB FUNCTIONS:**

**Office Operations**

- Serve as the primary point person for maintenance, mailing, shipping, supplies, office equipment, utility bills, and routine errands.
- Oversee all day-to-day administrative and facility-related tasks to ensure efficient office operations.
- Manage vendor relationships, schedule routine servicing, and ensure adequate inventory of supplies.
- Coordinate front desk support, including coverage scheduling, visitor management, and maintaining a welcoming and professional reception area.
- Handle garage and building access, including issuing key cards, maintaining access logs, and coordinating with proper management for security or entry issues.

**Asset Management**

- Maintain a comprehensive inventory of all company assets, including vehicles, boats, and specialized equipment.
- Coordinate the use, servicing, and repairs of all vehicles, boats and additional assets to ensure safety, reliability, and readiness.
- Keep detailed records of vehicle and boat maintenance schedules, including service history and inspection logs.
- Ensure timely registration, licensing, and insurance renewals for all assets.
- Implement and maintain check-in/out systems for asset usage and accountability.

**Safety and Compliance**

- Organize and lead safety training programs for staff, including CPR, first aid, and emergency preparedness.
- Maintain up-to-date training records and certifications.
- Promote a culture of safety and ensure compliance with all relevant workplace safety regulations.
- Conduct routine safety inspections and assist in incident reporting and response planning.

**Calendar & Scheduling Coordination**

- Manage and coordinate calendars for vehicles, including external resource room meetings, events, and training sessions.
- Back up support to IT for logistics for internal and external meetings, staff trainings
- Serve as a communication hub between departments for efficient scheduling and task coordination.

**JOB REQUIREMENTS:**

- Bachelor's degree in Business Administration, Operations Management, or related field (preferred)
- Minimum of 3 years' experience in office or operations management.
- Strong experience with asset management, including vehicles, boats, or similar equipment.
- CPR/First Aid certification or willingness to obtain.
- Excellent organizational, problem-solving, and communication skills.
- Proficiency in Microsoft Office Suite and digital scheduling tools
- Valid driver's license and ability to travel locally as needed.
- Valid Class 'C' Texas Driver's License

**PREFERRED QUALIFICATIONS:**

- 3 Years' experience in Hospitality Industry

**APPLICANT INFORMATION:**

- If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.
- Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of this position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.
- Applicants selected for employment with Visit San Antonio in this position must receive satisfactory results from pre-employment drug testing and background checks. If required for the position, a physical, motor vehicle record evaluation, and additional background checks may be conducted.

**KNOWLEDGE SKILLS AND ABILITIES:**

- Proven office management, administrative, or assistant experience
- Knowledge of office management responsibilities, systems, and procedures
- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Knowledge of accounting, data, and administrative management practices and procedures

**PHYSICAL REQUIREMENTS:**

Physical requirements include visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to sitting, standing for long periods of time, lifting and walking to perform the essential functions. Working conditions are primarily inside an office environment.

**To apply for this position, please send your application, resume, and cover letter to [jobs@visitsanantonio.com](mailto:jobs@visitsanantonio.com)**