

CONTACT: **AMARIS GARCIA, OFFICE MANAGER at THEMA USA LLC**
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JOB TITLE: **DIRECTOR OF OPERATIONS**

WORK LOCATION: **1900 NW 133rd Avenue – Unit 1, MIAMI – FL 33182**

HOURS / WEEK: **40**

No. of POSITIONS AVAILABLE: **1**

JOB DUTIES:

- Develop PostgreSQL queries to collect data from database and import the same into Microsoft Power BI to analyze sales and production profitability;
- Develop and analyze statistical data using Microsoft Power BI to determine standards and to establish quality and reliability expectancy of finished products;
- Prepare weekly reports, including but not limited to sales reports, cost analysis, operational enhancements and addressing identified issues using Microsoft Power BI and OpenERP 7;
- Calculate and Monitor revenue margins for all Brands and Products using OpenERP 7;
- Analyze Vision Council trends and market reports for planning and strategy product decisions;
- Interact with managers in Sales and Production department to discuss experimental needs, technical and software issues and improvements, provide effective technical support in Python programming language;
- Oversee employees' productivity and check whether daily goals are met by gathering, analyzing and interpreting data performances from Microsoft Power BI;
- Conduct regular meetings (weekly or biweekly) with staff to discuss various issues in facility operation;
- Develop, implement and review operational policies and procedures;
- Direct the maintenance of a safe and healthy working environment by eliminating hazards and training employees;
- Upgrade, direct, comply with, and enforce Company safety programs and policies;
- Research and implement new directives for business growth and prosperity;
- Ensure all legal and regulatory documents are filed and monitor compliance with laws and with all applicable State and Federal regulations;
- Work with the Board of Directors to determine values and mission and plan for short and long-term goals; and
- Achieve sale performance and revenue growth goals.

Requirements:

- Bachelor's Degree in Statistics and Information Systems for Business Management.
- Two years of experience:
 1. Working in the Eyewear Industry in a managerial role.
 2. Working within the Eyewear Industry's legal rules and guidelines under U.S. Federal law.
 3. Working within the Food and Drug Administration medical device regulations.
 4. Analyzing Vision Council industry reports and releases.
 5. Writing Python Scripts in OpenERP 7.
 6. Writing queries using pgAdmin in Relational Database, including PostgreSQL for data analysis.
 7. Developing reports with pivot table in Microsoft Power BI.