



The Victoria Economic Development Corporation (VEDC) was formed in 1982 as a private/public economic development organization created to serve the City of Victoria, Victoria County, and the surrounding geographical region impacting Victoria's economy.

Our key objectives are:

- To recruit new businesses, to create jobs and increase the tax base.
- To retain and expand existing business by assisting them to increase profitability through exports, strategic alliances, new project development and workforce development improvements.

How we accomplish these objectives:

- Working on job creation in the Victoria area with a comprehensive plan of work in place.
- Initiating contact with companies.
- Responding to business inquiries about the Victoria market.
- Marketing Victoria to prospective companies via digital engagement, statistical data, and project specific proposals.
- Maintaining a statistical database on Victoria and the area to meet the needs of prospective companies.
- Working with high schools and colleges in the Victoria area to have in place a variety of job-training programs.
- Recommending customized job-training programs to meet prospective company needs.

Funding:

VEDC's private sector funding is derived from businesses and individuals committed to supporting Victoria's growth. Contractual agreements are in place with the Sales Tax Development Corporation/City of Victoria, Victoria County, and the Victoria County Navigation District to provide economic development services. These private/public partnerships strengthen Victoria's position in competitive economic development.

We are seeking a new team member

At VEDC, we pride ourselves in working together as a team. We are currently looking for an energetic team member to manage business activities. The right person will provide exceptional customer service, manage bookkeeping, handle database & website updates, possess desktop publishing skills, and maintain office schedules. Interaction with the highest level of city/county/state/federal government, and local business leaders will be necessary. VEDC is a dynamic and responsive organization.

Requirements

Professional office experience and dress required.
Strong computer, Word, Excel, PowerPoint, and desktop publishing skills. General bookkeeping skills /ability to utilize accounting software.
Ability to maintain confidentiality.
Strong organizational skills.

Benefits

Medical, dental, and life insurance
401K
Paid vacation
Paid holiday

Annual Salary range

\$35,000 - \$40,000 DOE

If you would like to join our team, please email your resume with cover letter to jonastitas@victoriaedc.com or by mail to: VEDC, P.O. Box 7, Victoria Texas 77902

Victoria Economic Development Corporation

Operations Manager – Job Description

Requirements

- Professional office appearance required.
- Self-starter with ability to work independently.
- Ability to operate standard office equipment - utilize personal computers and computer software to perform word processing, spreadsheet and specialized functions using Word, Excel, and PowerPoint.
- Demonstrated competency, skill and ability to use desktop publishing and graphics design software. Company utilizes Adobe Creative Cloud; will train right candidate.
- Communicate effectively both verbally and in writing using proper English, spelling, grammar, punctuation and business formats.
- Ability to deliver exceptional customer service.
- Ability to maintain confidentiality.
- Operate a multi-line telephone.
- Maintain accurate, up-to-date files, statistical data, and records.
- Type accurately, efficiently, and proofread documents.
- Research and organize information from various sources for reports.
- Establish and maintain effective relations with those contacted in the course of work.
- Work under pressure of deadlines and prioritize work assignments. Be flexible and adapt to changing conditions maintaining an even disposition using patience and tact during interruptions.
- Understand and follow oral and written instructions, using independent judgment while performing routine duties.
- Develop solutions, within established guidelines, using initiative and sound judgment.
- Business writing.

Operations Manager Duties include but are not limited to:

Office Operations

Plan, direct and coordinate daily office operations, including:

- Compose and type correspondence.
- Monitor and purchase office supplies and plan the use of materials and equipment.
- Obtain bids for all major office expenditures.
- Monitor and control computer and peripheral equipment operation and maintenance.
- Maintain daily computer back-up system.
- Pick up and drop off mail. Review and note important correspondence.
- Maintain records of lease/maintenance agreements of office equipment.
- Maintain US Postal/ FedEx record of purchase and use of postage.
- Keep track of employee leave; vacation, sick, etc.
- Maintain computer databases of 1,000+ names and addresses for mail outs.
- Gain and maintain knowledge of issues of an economic, legislative or political nature that affect Victoria and the region.
- Provide coffee, refreshment service as needed for office and weekly meetings.

Financial

- Use customized accounting program to pay invoices and payroll, balance accounts.
- Assist President to formulate annual budget for organization.
- Receive and verify invoices and statements.
- Code checks to budget.
- Prepare and make monthly tax deposits.
- Deliver and receive financial reports at accountant's office.
- Prepare and mail checks and tax payments.

Contributors/Committees

- Maintain multiple databases of public and private contributions.
- Prepare and mail monthly, quarterly and annual contribution notices.
- Post checks to ledger and databases. Balance databases to ledger.
- Record and deposit contributions.
- Track contributions and prepare executive reports detailing increase/decrease and timeliness of contributions.
- Compile, compute and record statistical and other numerical data for billing purposes and for use in maintaining accounting records.
- Track additional committee invoices and payments as necessary.

Requests for Information/Research

- Greet, screen, direct, and respond to all incoming calls and walk-in traffic.
- Track client requests and identify areas of need for additional research.
- Provide high-level administrative support by conducting research, preparing statistical reports, and handling information requests.
- Research local, state and governmental offices for preparation of reports.
- Assist in planning, developing and inputting information for preparation of reports and presentations.

Meetings/Presentations/ Marketing

- Schedule, attend, and prepare minutes and other reports for monthly board meetings.
- Schedule and arrange luncheons for monthly and quarterly committee meetings and other related events.
- Work with private clubs to select times, dates, menus, seating and other meeting requirements.
- Secure equipment necessary for meetings and presentations.