**Team Captain/Director of Ops**

**TOP 3 DUTIES**

1. **Manage day to day operations**
2. **Manage all financials for the team**
3. **Manage the team**
4. Manage day to day operations:
	* Lead team meeting in absence of Team Leader
	* Order all supplies, signage, etc
	* Manage/maintain office equipment
5. Manage all financials for the team:
	* Manage checking, saving and escrow accounts
	* Manage payroll and commission distributions
	* Manage accounts payables/receivables
	* Complete monthly P&L
6. Manage the team
	* Complete semi-annual reviews for each team member
	* Oversee policy and procedure handbook
	* Manage team calendar, events, vacations, etc.