**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.