

Business Operations Manager

Innovative Equine Marketing LLC – Georgetown, Kentucky

Build a Career. Lead with Purpose. Grow with Us.

Innovative Equine Marketing is seeking an experienced, dependable **Business Operations Manager** to help lead the daily operations of our growing company.

This is more than an office management position. We're looking for a mature professional who enjoys taking ownership, solving problems, improving processes, and helping build a successful business. You'll work directly with ownership, becoming a trusted leader and playing a vital role in our continued growth.

If you're ready to **dig in, learn the business, lead by example, and be rewarded as you grow**, we'd like to meet you.

Primary Responsibilities

- Lead the daily operations of the business, ensuring the office runs efficiently and professionally.
- Oversee billing, invoicing, accounting coordination, financial reporting, and office administration.
- Work directly with ownership to improve business operations, systems, and overall efficiency.
- Coordinate marketing initiatives and assist in executing company growth strategies.
- Work closely with the sales team to establish goals, monitor progress, and support continued growth.
- Help recruit, train, mentor, and cultivate a mature, customer-focused office and call center team.
- Deliver exceptional customer service while maintaining strong relationships with customers, vendors, and business partners.
- Coordinate purchasing, inventory, vendor relationships, and administrative functions.
- Assist ownership with business reporting, strategic projects, and operational initiatives.
- Continuously identify opportunities to improve efficiency, customer satisfaction, and profitability.

- Foster a culture of professionalism, accountability, teamwork, and continuous improvement.
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Qualifications

The ideal candidate will possess:

- Proven experience leading business or office operations.
 - Strong working knowledge of QuickBooks and Microsoft Excel.
 - Excellent organizational, communication, and leadership skills.
 - The ability to prioritize multiple responsibilities in a fast-paced environment.
 - Strong problem-solving abilities and sound business judgment.
 - High integrity, professionalism, and exceptional follow-through.
 - A positive attitude with the initiative to take ownership of challenges.
 - A desire to build a long-term career with a growing company.
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Compensation & Opportunity

- Excellent compensation based on experience, qualifications, and demonstrated leadership.
 - Performance-based rewards and opportunities for advancement.
 - Increasing responsibility as you grow within the organization.
 - Long-term career growth with a respected and growing company.
 - A clear path toward expanded leadership responsibilities for the right individual.
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Why Join Innovative Equine Marketing?

For nearly two decades, Innovative Equine Marketing has built a reputation for integrity, innovation, and exceptional customer service while serving the equine industry throughout North America.

We believe in hard work, accountability, teamwork, and treating people with respect. We're not looking to simply fill a position—we're looking for someone who wants to become an important part of our future.

If you're searching for an opportunity where your ideas matter, your leadership is appreciated, and your contributions directly influence the success of a growing company, we'd love to hear from you.

We're not simply hiring an employee—we're looking for a trusted leader who wants to help build our company for years to come.

How to Apply

Please submit your **resume** and a brief **cover letter** explaining why you're interested in joining Innovative Equine Marketing and why you believe you're the right fit for this opportunity.

Email: Steve@EquineAndRanch.com

Subject Line: *Business Operations Manager Application*

Qualified candidates selected for interviews will be contacted directly.

Dig In. Learn the Business. Lead by Example. Be Rewarded as You Grow.

Innovative Equine Marketing LLC

Building relationships. Delivering results. Growing together.