

**Official Title: Operations Manager**

**Reports to: MVA President**

**Budget Responsibility: None**

**Position Description:**

The Operations Manager maintains an inventory of all MVA Corporate assets, physical and digital.

**The Operations Manager will**

- Create and maintain an inventory of all MVA assets, physical and digital.
  - Desktop computers
  - Laptop computers
  - iPads
  - Smart TV
  - AV speakers (3 sets)
  - Video projectors
  - Audio mixing board w/wireless mics
  - Over the ear mic system
  - Any other significant article
- Create and maintain an inventory of all MVA corporate documents
  - Office lease
  - Insurance policies
- Create and maintain an inventory of all MVA passwords, to include passwords to all MVA email accounts, computers and all subscriptions purchased by MVA for the use of its personnel
- Track all MVA subscriptions for payment
- Review any inbound snail mail on a weekly basis and determine appropriate routing
- Perform other duties as assigned by the President