

Job Opportunities

Job Title: General Manager

Company Name: Steelville Telephone Exchange, Inc.

Job Description: Steelville Telephone Exchange, Inc. is seeking a highly motivated individual with proven leadership and managerial experience in an ILEC with regulated and non-regulated activities. Bachelor's degree in accounting, finance, management, marketing, or a related business field, is required along with four to five years experience in telephony, financial, regulatory, and technology.

Responsibilities: Manages day to day operations and supervises direct reports for the purpose of ensuring the company operates efficiently and effectively by growing and enhancing the skills of the employees, tasks may include cross training, directing activities, delegating tasks, responding to questions, monitoring and evaluating work, mentoring, encouraging teamwork, coaching, ensuring a functional organizational chart exists and is supported, directing all financial affairs and investment strategies, reviewing new financing sources, monitoring profit and return on investment, implementing appropriate policies and procedures including the company's disaster recovery plan and quality assurance plan, oversees the company's compliance with all local, federal, and regulatory requirements for the purpose of ensuring the company meets its compliance obligations, tasks may include establishing reporting systems, receiving and reviewing reports, meeting with the responsible Management Team members, taking corrective action as necessary, interfacing with local and federal agencies periodically to obtain information, developing rate structures and tariff filings, ensuring all forms are filed and requirements met, securing loans and grants for enhancing the company's facilities and rural development, interfaces with the Board for the purpose of ensuring Board desires and direction are carried out, tasks may include preparing for Board meetings, participating in Board meetings, communicating with the Board President between meetings, providing reports on revenues, operations, marketing efforts, projects, etc., administering Board initiated policies, developing a capital requirements plan, working with the Board to establish an annual operating budget, continuously monitoring to ensure the company remains on track, and obtaining approval for all major capital expenditures, leads the strategic planning efforts for the purpose of ensuring a vision exists for the company, tasks may include providing a plan for ensuring the stability of the company, identifying the planning team, gaining input from all staff, holding planning meetings, coordinating participation of the Board, establishing goals, objectives, action plans, establishing a budget, tracking progress, developing diversification strategies, evaluating demand and potential services, reporting progress toward goal accomplishment, establishes and maintains an environment that shows concern for employees and customers for the purpose of ensuring the support of both groups in moving the company forward, tasks may include conducting employee and customer surveys, analyzing actions to be taken, assigning responsibility, monitoring progress toward problem resolution, overseeing a comprehensive compensation and benefits program, crafting public relations and subscriber information programs, preparing

supportive policies and procedures, remains current on industry developments and technology for the purpose of ensuring the company remains on the cutting edge of technology, tasks may include reading industry journals, meeting or talking with industry experts, attending conventions, seminars, and other industry meetings, becoming active with local, state, and national organizations directly related to telecommunications to secure the longevity of the company, etc.

Steelville Telephone Exchange, Inc. was founded in 1952 and offers an excellent opportunity for a dynamic individual to manage a growing company. The company serves over 4,100 customers in four exchanges, provides telecommunications services, repair services, long distance, various calling features, Skitter TV, high speed internet, deploys fiber, and rural development along with other business interests. The company has approximately 20 employees and is located in Steelville, MO in the southeastern part of the state.

Steelville Telephone Exchange, Inc. offers a comprehensive benefits package and a challenging work environment. Planned growth should make for an exciting opportunity. The salary is commensurate with qualifications and experience.

To be considered submit a resume and salary requirements with three professional references to:

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