



DIAMOND BAR
DOGS & ESTATE MGMT

Job Title: Business Development Director

The growth of DBar Dogs has prompted special requests to handle more home services and errands than just dog and pet services. Thus the creation of DBar Estate Mgmt which is personalized home services for large houses, mansions, and estates. DBar Estate Mgmt fills in the space between what a house keeper, pool cleaner, and gardener will not do. Seeking a team leader to take on 15% of our strategy into new market development, 10% administrative responsibilities, and 75% duties as Dog Team Walker. The candidate will be expected to: (intensity level)

- work on job hiring, development, training, release procedures, goal setting, create employment forms and formal procedures & checklists
- function in the field as Team Dog Walker/Handler (majority of time)
- opportunity to lead team meetings
- spread sheet mgmt, tracking business financial health (low level)
- frequent visits to clients' properties to keep informed and familiar with current responsibilities and duties of each estate up keep
- research local construction/housekeeping/gardening vendors to create a brand new preferred vendor list. We will draw from this list when estates need home improvement of any kind (average level)
- SWOT analysis of vendors and mgmt of a payment program
- co-manage flow of labor vs. work, allocation of workers to estates
- may over see technology implementation in cell phone program & vehicle tracking hardware and software

- take phone calls & emails when other staff members cannot (low level)
- great ability to set Project Bench Marks & Weekly To-Do Lists for Mgmt to measure performance
- proficient in PC or Mac operating system, Microsoft Office & equivalent, email, search engine

Experience:

- College degree
- 5 years of work experience
- team work, collaboration, management over others
- ability to lift 30 lbs
- valid DL & vehicle

Upon Hire:

- Provide H2 DMV driving history
- vehicle insurance

Compensation:

- Phase 1: \$14PH 2-week
- Phase 2: \$16PH next 8 weeks (Start at this pay with high qualifications)
- Phase 3: \$18PH next 16 weeks
- partnership option

Welcome these Skill Sets/Characteristics:

- Entrepreneur experience
- Previous Business Ownership
- Languages in Chinese (Mandarin or Cantonese) or Indian dialect
- Retirees
- Parents w/ live at home children
- The currently employed or unemployed
- Live in or around Diamond Bar City
- MBA or MBA candidates
- Business/Marketing degree

Note from Business:

Our small business is experiencing more opportunities in the wonderful city of Diamond Bar & Walnut. Twice, we have applied more effort, time and resources & the work still outpaced us. Our solid experience & background has been published as "the world's most sound pet service in all of the United States" and we back it with no charge if there is anyone better. The career path for the position of Business Development Manager or Business Development Manager is either:

- Chief Operation Officer or
- invitation to partnership in 12-months based on performance.

All assignments are in DBar with few in Walnut. There is great flexibility if your schedule changes for we can trade and cover each others' assignments. We are looking for about 3-4 hours per day which can be any day of the week.

We decline a good number of clients/dogs because we do not take problem dogs of any kind (mean, aggressive, demanding clients). Must be willing to handle multiple small, medium to large dogs at the same time.

Stay at home parents are ideal because the availability to work for a few hours and be there for the your kids is beneficial. Serious, mature, responsible college adults are great. Although this is part time work, long term employment commitment is preferred.

We cordially invite you to bring your best business strategies to our DBar Estate Mgmt World. The expansion and future will be positively influenced by our new team members. Thank you and best of everything.

Hiring Steps:

- email topdog@dbardogs.com vitae curriculum or resume
- write in body of email: 1 goal current & 2 accomplishments, 1 relevant work experience, what 3 things did you like about this job posting, how far do you live from Diamond Bar.
- Provide your availability (even if uncertain, must provide 7-days & times you are likely to be available)
- Year, Make, Model, mileage of vehicle
- Year you purchased/obtain your cell phone, brand, model, and carrier. Approximately how many text w/ photos do you send per day?
- 2 photos of yourself (with your dogs)
- Are you active in exercise? Sports? Your height.
- What date can you begin? Do you have any restrictions to jogging and running with dog(s)?



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