



# JOB DESCRIPTION

## OPERATIONS MANAGER

### COMPANY DETAILS

Provide potential candidates a brief overview of your company. Employees are much more likely to engage and connect with a company that can explain their ethos and mission. You can provide links to videos, or your company website.

### OFFICE LOCATION:

### ROLE OUTLINE

Our company are seeking an experienced and qualified operations manager. The successful candidate will organise, manage and direct all operations of our business. The role will include, but isn't limited to, improving performance and productivity, as well as heightening profitability by implementing management strategies. You will be responsible for managing all staff members, including managers, in order to optimise the efficiency of the workplace. The chosen operations manager will ensure that all functions within the office are running at their most cost and time effective, and are aligning with quality requirements. Overall, the chosen applicant will be tasked with heightening the management systems and process to ensure the organisational health of the business.

### POSITION STATUS: CASUAL/PART-TIME/FULL TIME/CONTRACT (SELECT ONE)

### DUTIES AND RESPONSIBILITIES

The successful applicant will carry out the following duties and responsibilities:

- Guarantee that all operations are occurring in the correct and most cost-effective manner, ensuring alignment with quality necessities and specifications
- Seeking out ways to improve operational systems and practices
- Buy materials, organise inventory and make sure the warehouse runs smoothly
- Further the business's strategic and operational goals
- Analyse financial statements to discovers methods to drive profitability
- Audit the quality of products and screen the KPI's of productions
- Find, onboard and train new staff within human resources
- Ensure the satisfaction of clients

## REQUIREMENTS

The successful applicant will have the following experience and skills:

- A minimum years' experience as an operations manager, or in a similar role
- A solid understanding of operations management and organisational methods
- Previous experience developing and overseeing budgets
- A general comprehension of financial and business principles and best practices
- An excellent grasp of financial forecasting
- IT skills including knowledge of Microsoft Office suite, especially Excel, Word, and Outlook
- Fine tuned communication skills with varying levels within a company
- Leadership ability, and a highly organised approach to leadership
- A Bachelor's degree in operations management, or related field of study

Please provide a full cover letter and resume to the manager to be considered for this role.

## CONTACT DETAILS

<b>Manager Name</b>	
<b>Store Number</b>	
<b>Email Address</b>	