# Operations manager job description template

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| **Location** | Insert here |
| **Job type** | Permanent full time/permanent part time/casual/temp |
| **Salary** | Insert here |
| **Contact** | Insert here |

## About the company

## [Provide potential candidates a brief overview of your company. Employees are much more likely to engage and connect with a business that can explain their ethos and mission. You can provide links to videos, or your company website, details of benefits and information about why a candidate would like to work for you.]

## About the role

We are seeking an experienced and qualified operations manage to organise, manage and direct all operations of our business. The successful applicant will be responsible for strategically improving performance and productivity, to increase the overall profitability of the business.

You will be responsible for leading the operations team and working closely with other managers to optimise the overall efficiency of the workplace. You will uphold a high standard of quality and ensure the business adheres to OH&S requirements.

Key responsibilities include (but are not limited to):

* Manage the day-to-day operations of the business.
* Ensure operational performance measures are robust, aligned and driving the businesses objectives.
* Ensure business complies with OH&S requirements.
* Manage and monitor production and project timelines.
* Develop, maintain and improve internal processes and policies in line with regulatory requirements.
* Formulate and implement strategies to guide the organisation in maintaining and improving a competitive and profitable operation.
* Work collaboratively with procurement, logistics and finance to ensure stocking levels, weekly dispatch, and monthly reporting is accurate.
* Drive excellence, improvement and growth by coaching and developing team members
* Train and develop personnel to facilitate a multi-skilled workforce.
* Drive continuous improvement across the entire business.
* Ensure safety continues to be paramount to the culture of the operation.

## Skills and experience

* Previous experience working at an operations leadership level (production manager, manufacturing manager, site operations manager etc).
* Demonstrated experience with continuous improvement methodologies.
* Previous experience with logistics/supply chain management.
* A strategic focus and ability to efficiently plan and execute projects.
* A strong desire to deliver outstanding customer service.
* Attention to detail and excellent problem-solving capabilities.
* A high level of commitment to quality systems, with demonstrated success in establishing a strong quality and safety culture.
* Ability to analyse, interpret and utilise data and other information sources to improve operations.
* Strong written, oral and numerical skills.

## Remuneration

Insert here

## How to apply

To apply please send your CV and cover letter to [insert email address here].