

Operations Manager Responsibilities include

- Ensuring all operations are carried on in an appropriate, cost-effective way
- Improving operational management systems, processes and best practices
- Helping the organization's processes remain legally compliant

Job brief

We are looking for a professional Operations Manager to plan, direct and coordinate all organization's operations. You will be responsible for improving performance, productivity, efficiency and profitability through the implementation of effective methods and strategies. You will manage a team of managers, training managers and other direct reports.

Responsibilities

- Ensure that all workings are manufactured in a correct, cost effective and timely manner in alignment with specifications and quality requirements
- Chalking out or improve operational systems, processes and best practices that guarantee organizational well-being
- Purchase materials, plan inventory and ensure warehouse efficiency
- Contribute towards the achievement of company's strategic and operational objectives
- Examine financial data/statements and use them to improve profitability
- Perform quality controls and monitor production KPI's
- Recruit, train, supervise and appraise human resources
- Cater to clients' or personnel's concerns

Requirements

- Proven work experience as operations manager
- Adequate knowledge of organisational effectiveness and operations management
- Budget development and oversight experience
- Familiarity with business and financial principles and practices
- Working knowledge of budgets, forecasting and metrics
- Basic IT skills (databases, MS Office etc)
- Ability to effectively communicate with all levels of the organisation
- Leadership and organisational skills
- BS degree in operations management or related field

