JOB DESCRIPTION

| **TITLE** | OPERATIONS MANAGER | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Operations Manager plans, directs, or coordinates the operations [ORGANIZATION NAME], overseeing its multiple departments or locations. This role is responsible for formulating policies, managing daily operations, and planning the use of materials and human resources. This role also works closely with the [ORGANIZATION NAME] executive team.

The successful Operations Manager is a leader with strong strategic planning and risk analysis skills.

**Duties and Responsibilities**

Overall Responsibilities:

* Allocating resources (material, human, and financial) for the execution of organizational policies and programs
* Approving and planning the creation of significant departments and senior staff
* Coordinating regional, divisional, and departmental efforts
* Establishing administrative and financial controls, creating and approving marketing strategies and thorough human resource planning
* Setting organizational goals and creating or approving programs and policies
* Negotiating on behalf of [ORGANIZATION NAMEbehalf ] or appointing representatives to represent it in other official capacities
* Selecting directors, middle managers, and other executive staff; granting them the necessary power; and creating the ideal working environment
* Performing other related duties

**Qualifications**

* X years of experience as a middle manager in the [INSERT INDUSTRY].
* Degree in business administration, finance or other discipline related to [INSERT INDUSTRY]
* Master’s degree is an asset
* Technical proficiency (e.g., production automation, and using software to access project data)
* Experience with Strong data processing skills
* Experience using related software (insert software e.g., ERP, HRIS)

**Core Competencies**

* Superb risk analysis, problem-solving, and strategic planning skills
* Excellent budget and staff management skills
* Strong decision making
* Excellent written and verbal communication abilities.

**Working Conditions**

* Work a standard schedule [INSERT SCHEDULE e.g. 8 AM to 5 PM, Mondays to Fridays]
* Requires extended periods of sitting and working on a computer monitor
* May require overtime or working long hours
* May require travel