

# Operations Manager



## Position Description

**Title:** Operations Manager

**Department:** Operations

**Immediate Supervisor:** VP Operations

**Status:** Salary Exempt

**Position Purpose:** The Operations Manager will plan, direct and coordinate the operations of the Springfield Plant. The position is responsible directly and through subordinates for ensuring and improving the safety, performance, productivity, efficiency and profitability of departmental and organizational operations through the provision of effective methods and strategies.

## Principle Accountabilities

- Coordinate, manage and monitor the performance of various departments in the organization.
- Review financial statements and data. Utilize financial data to improve profitability. Prepare and control operational budgets. Control inventory. Plan effective strategies for the financial wellbeing of the plant.
- Improve processes and policies in support of organizational goals. Formulate and implement departmental and organizational policies and procedures to meet or exceed plant safety, quality and productivity targets. Monitor adherence to rules, regulations and procedures.
- Plan the use of human resources for the plant. Direct the recruitment and placement of required staff. Establish organizational structures. Delegate tasks and accountabilities. Establish and modify work schedules. Supervise staff. Monitor and evaluate performance.
- Coordinate and monitor the work of various departments involved in production, warehousing, and distribution of goods. Monitor performance and implement improvements. Ensure quality of products. Manage quality and quantity of employee productivity. Manage maintenance of equipment and machinery. Provide technical support where necessary.
- Communicate with and support colleagues such as Supply Chain, Logistics, IT, HR, Accounts and Finance, R&D, Product Management, Sales, Customer Service and Marketing. Facilitate coordination and communication between support functions.
- Liaison with top management. Assist in the development of strategic plans for operational activity. Implement and manage operational plans.

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## Essential Skills and Experience

- Bachelor's degree in business administration, commerce, management, industrial technology or engineering.
- Bachelors and master's degrees in operations management would be an asset.
- Industry relevant production experience
- Knowledge and experience in organizational effectiveness and operations management
- Knowledge of business and management principles and practices
- Knowledge of financial and accounting principles and practices
- Knowledge of human resource principles and practices
- Knowledge of project management principles and practices
- Information technology skills