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# Example of Field Operations Manager Job Description

Our company is growing rapidly and is looking to fill the role of field operations manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for field operations manager

* Creating and implementing operations improvements to meet established objectives across multiple facilities
* Investigating and resolving matters of significance as appropriate
* Preparing and providing program management reports and briefings, manage deliverable schedules and support process improvement
* Maintaining/tracking project status (Integrated Master Schedule, documentation status)
* Weekly review of workloads, assignments, and tasks
* Provide leadership and hands-on management of team including appropriate staffing, assessing and managing performance, guiding the development needs of the team, coordinating workflows, providing feedback and coaching, resolving conflicts
* Provide oversight for team processes/transactions, including on-time completion, such as agent 1099 reporting, garnishments, manual adjustments, journal entries
* Communicate with field when issues arise and manage the necessary corrections as necessary
* Research and respond to internal inquiries
* Facilitate field compensation training webinars as needed

## Qualifications for field operations manager

* Candidate should have experience in Capacity Management and Revenue Optimization
* Project management / change management exposure – Candidate experience working in a project environment, where tasks, owners, and timelines have been developed and managed
* 5+ years in a key leadership/management role
* MUST have excellent verbal and written skills for communication across work sites
* 5+ years within the construction or manufacturing industry
* Willing to travel 10 - 30% within a two hour radius from home office