Downloaded from <https://www.velvetjobs.com/job-descriptions/op-manager>

# Example of OP Manager Job Description

Our company is growing rapidly and is looking for an OP manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for OP manager

* Provides phone coverage for managers, back up phone coverage for Relationship Management Admin and the Relationship Management Common Line
* Work with Finance on P&L aspects of S&OP content
* Ensure overall reasonability of Sales Forecasts for a group of markets (Business Units = BU) and validate actions plan taken by the markets to improve products mix predictability and an appropriate level of forecast
* Ensure that « Sales & Operations Planning » process (S&OP+ process) is in place in the different markets under your responsibility
* After Alignment Meetings take place, consolidate Sales Forecasts of the markets to provide overall Sales Forecasts for his/her Region and help building the total Division picture
* Able to replace Division Demand Planning Director during Division S&OP Meeting
* Manage, train and develop a team of Demand Planner(s)
* Prepare, monitor and report a set of metrics (MAPE, BIAS, ) to Regional and Global management
* Develop and maintain analytics to support continuous improvement
* Demonstrate ability to lead a care team as clinic case manager with clear instructions to team members to enable well organized quality care, directions for delegation of tasks to efficient level of provider with attention to productivity guidelines for FTE per encounter

## Qualifications for OP manager

* High customer focus with ability to drive for results
* Ability to work/communicate across all levels of the organization
* Willing and able to work additional hours as required
* University degree (4 yrs
* Project Management / Lean Six Sigma or similar
* Relevant management experience in progressively responsible positions in a multinational, diverse and multi-product lines organization