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. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for OP manager

* Understands and provides appropriate care for adult and geriatric patients with difficult or chronic wounds including timely completion and accurate documentation of detailed wound assessments, consistent wound photography and total patient care to determine and care for the causes of non-healing
* Actively lead departmental quality improvement activities including patient service excellence activities, quality management measures and documentation departmental initiatives
* Demonstrates knowledge of and proper technique for specialty dressings and procedures
* Maintains strict infection control standards within own practice and guidance for the practices of all associates
* Manage staff and supplies to stay within budgeted allowances by appropriate scheduling, and anticipation of needs
* Plan, implement and document education for patients with difficult or chronic wounds utilizing team members, departmental tools and other resources efficiently
* Utilize efficient and effective communication with partners outside the departments who assist with care of the wound patients home health nurses, insurance case managers, referring and consulting physicians
* Keep abreast of regulatory and industry standards, practices and changes in order to lead a clinical unit in compliance with CMS and JCAHO regulations and specialty quality standards
* Partner with Brand Marketing to determine 3rd party brand partner priorities to create scalable and innovative digital media playbooks
* Streamline, formalize, and socialize paid media co-op process across Brand Marketing, Marketing Analytics, Digital Marketing, and Creative to drive operational efficiencies of co-op marketing planning and execution

## Qualifications for OP manager

* Currently enrolled in a co-op program at a post-secondary institution studying Business or Commerce
* Exposure to management systems, production and processing, project management, order management and fulfilment, warehousing and logistics, customer service
* Relevant Management experience in a geographically disperse, multi-line supply chain environment
* Experience in small team management in a logistics, planning and S&OP environment
* Relevant leadership experience in a geographically disperse, multi-line supply chain environment
* Experience in team management, logistics, planning and S&OP