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# Example of Operational Excellence Manager Job Description

Our innovative and growing company is looking for an operational excellence manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for operational excellence manager

* Leads the training team’s activities and sets priorities in alignment with organizational needs and departmental goals
* Creates and monitors the group budgeting process
* Supports RB leaders by enabling their teams to obtain performance objectives through consistent onboarding and role development practices
* Aligns learning strategies to organizational capacity and available resources
* Oversee the Corporate Documentation process
* Supports the Sales Effectiveness team in with enhancements, projects, Annual meetings and Sales meetings globally
* Responsible for ensuring information/knowledge management life cycle oversight is operational and that findings and recommendations are available to functional leadership in alignment with planning cycles and as otherwise requested to stakeholders as required
* Align integration activities and projects with strategic goals and initiatives
* Identify cross-functional and functional strategic decisions and issues
* Design review and approval for Automation Hardware

## Qualifications for operational excellence manager

* Ability to effectively capture stakeholders’ needs and be able to summarize these into requirements and outline project scope
* Knowledge of personal computer applications required (Minitab, Excel, Word, Visio, and PP)
* Ability to travel up to 33% of time, both domestic and international, as required
* Experience with ERP Systems and Sourcing/Supplier Management Business Intelligence Tools
* Demonstrated flexibility and capability in deploying supply chain organizational development and performance management programs and governance
* Excellent written and oral communication and presentation skills with the ability to speak and communicate effectively at all levels of the organization