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# Example of Operations Director Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of operations director. 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 operations director

* Responsible for analysis and delivery of monthly reports summarizing operational performance of the division
* Regularly meets with management to provide an update on operations status
* Hires subordinate professional staff
* Review subordinate performance and takes corrective action if necessary
* Ensure professional development of subordinates
* Oversee the operation, staffing, performance and development of the Facilities Management staff
* Performs client relationship management to deliver value-add creative solutions to the client on a timely, cost-effective and high quality basis
* Develop facility maintenance and asset management strategy that meets client’s objectives
* Challenges year-over-year increases in costs
* Implementation and support of all new and ongoing initiatives, systems and services (revenue projection, deal and commission management, customer relationship management, ) ensuring adequate training and use

## Qualifications for operations director

* Proven ability to maintain the flexibility necessary to listen, adapt, respond, and meet the complex and changing needs of the organization
* Highly analytical, organized and detail-oriented with ability to work on multiple projects simultaneously while balancing and prioritizing business and team needs to meet project deadlines
* Possesses accurate knowledge of facilities and plant management
* Demonstrated understanding of occupancy planning, real estate concepts and real estate terminology
* Must have strong interpersonal skills, work collaboratively, communicate effectively, and be highly organized
* Bachelors of Science in Engineering, Facilities Management, and/or similar field preferred, but not required