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# Example of Operations & Logistics Manager Job Description

Our company is hiring for an operations & logistics manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for operations & logistics manager

* Owning the success metrics for customer satisfaction and Center operational and financial performance
* Managing multiple centers within a city
* Hiring, coaching and managing Partner Support Representatives
* Establishing, managing and growing retail partnerships within the Center
* Collecting, reporting and analyzing performance data
* Evaluate and share best practices, processes, tools and facility layouts within India and other regions globally
* Minimize risk by working with vendors and carriers to reduce delays, diminish claims and maintain security
* Accountable for the optimization of performance for all operational processes
* The Assistant Manager Logistics Programs has to ensure that logistics master data related to his/her specific origins are updated in respective global data bases in time and correctly
* At least 5years’ experience in strong leaderships roles/substantial experience managing teams

## Qualifications for operations & logistics manager

* Strong direction, mentoring and coaching skills
* Excellent process and mapping skills
* Financial and data analysis acumen
* APICS courses/experience (not essential but will be highly regarded)
* Bachelors degree in Business or related field and at least seven years of military operations experience
* Comprehensive knowledge of Army operating methodologies and the use of appropriate logistic information systems