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

# Example of Operations Manager Job Description

Our growing company is searching for experienced candidates for the position of operations manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for operations manager

* To be responsible for planning and implementation of operational and departmental objectives in line with overall Company strategy and objectives
* To provide support to the Team Leaders and ensure they have the tools to be responsible for coaching, developing and motivating their teams within the department
* To carry out performance reviews/annual appraisals on the 3 Team Leaders within the department, following company procedure
* To provide clear operational support and guidance to the business
* To drive operational excellence and significantly improve the reliability and efficiency of the department
* To maximise productivity and profitability in line with departmental targets
* To review senior management meeting minutes and relay to the team as deemed appropriate
* To review monthly departmental performance analysis/reports with the relevant team leader
* To set achievable team targets working to set timelines and motivate the team to succeed
* To set and monitor performance related bonus (PRB) initiatives to maintain a competitive advantage

## Qualifications for operations manager

* Certified in CPR and other emergency/life saving techniques
* A valid CDL driver license highly preferred
* Knowledge of Manhattan Associates WMS software or AS 400 system
* Interpersonal skills, persuasiveness
* An Ability to prioritize taska according to business needs
* A proven capacity to multi-task in a fast paced environment