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# Example of Operations Manager Job Description

Our innovative and growing company is hiring for an 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

* Maintain relationships with local municipality including parks district, police, fire, traffic
* Coordinate with and manage subcontractors and third party vendors to ensure safe, efficient and successful events
* Develop, with General Manager, preventive maintenance procedures
* Work with clients coordinating installation and transport projects of various scales
* Preparing daily truck schedule
* Truck dispatch
* Preparing bills of lading with operations staff
* Organizing bills of lading & schedule for art handling teams
* Directing art handling teams each morning
* Invoicing for completed projects

## Qualifications for operations manager

* Capable of minor electrical repairs
* Proficient with the functionalities and use of multiple types of Lotus Notes databases
* B Comm degree in (Engineering, Commerce, Business Administration or Finance) (NQF level 6.)
* Three (3) years experience at senior management level
* Knowledge of cash, equities, fixed income, standards and norms, accounting rules, and regulations
* Cash settlement and reconciliation tools experience