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# Example of Operations Senior Manager Job Description

Our growing company is looking for an operations senior manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for operations senior manager

* The Role holder will be required to undertake stakeholder management across the organisation ensuring regular and effective change updates, providing clear direction and communicating appropriate, consistent messages and information across the team
* Supervise 4-5 direct reports and approximately 200-250 non-exempt employees depending upon season
* Design operational and system audits and analyses
* Deliver an unparalleled customer experience, distinguishing Irvine Company projects from the competition
* Maintain vacant space in projects to ensure they are in top condition for viewing by potential customers
* Manage tenant improvement and alterations process
* Manage service providers to ensure top quality work is performed in compliance of the contract and in a timely manner
* Create a sense of workplace community through coordination of customer engagement activities
* Review and approve deal sheets and lease abstracts
* Coordinate customer move-ins and move-outs

## Qualifications for operations senior manager

* Partners with the Internal Teams and Operations Managers in creating and implementing effective Performance Management plans and Developmental Coaching mechanism
* Knowledge of Life Sciences industry, the PDMA, former pharmaceutical industry experience, a plus
* Be degree qualified, ideally in Engineering or a Supply Chain/Logistics/ Manufacturing related discipline or MBA graduate
* Versed in MS Office Applications
* Must demonstrate strong multitasking and communication abilities
* Able to adjust, be flexible and execute in a highly stressed work environment