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# Example of Senior Operations Manager Job Description

Our company is looking for a senior operations manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for senior operations manager

* Assist with the coordination of internal and external audit’s as they are scheduled
* Oversee the creation, implementation and coordination of improved operational systems, processes and policies, in support of organization’s mission in all departments under your Supervision
* Serve as a member of the Senior Management Team, and provide support to the Country Office in ensuring information flows, advice and support on operations issues related to the Office
* Ensure all staff are adequately supplied with equipment, technology, supplies, to perform their jobs and maximize billability
* Mentor program setup and monitoring, training, goals/year end reviews, morale
* Manage staffing workloads
* Determine staffing needs, interview prospects, onboard new employees, conduct exit interviews
* Marketing – assist with client outreach, proposal prep, interview prep
* Assist with Transportation strategic planning (serves as a senior member of GA Transportation)
* Project Management – may also serve as a project manager or client manager in a part time role (meaning a small amount of time (20-40%)

## Qualifications for senior operations manager

* Relationship management experience, including familiarity with business agreements, negotiation and issue management
* Experience in high-volume, seasonal distribution environment with perishable product lines preferred
* Bachelor's Degree preferred and/or equivalent related experience
* Bi-lingual in Spanish/English highly preferred
* Ability to read, interpret and develop general operating plans
* Ability to work with variety of departments including IT, Finance, Supply Chain, Quality Assurance, Human Resources, Merchandising and Marketing in order to carry out the needs of the business