



Example of Head Of Operations Job Description

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Our innovative and growing company is hiring for a head of operations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for head of operations

- Leverage analytics to identify & recommend opportunities to reduce OPEX and improve business efficiency
- On an ongoing basis audit key business processes and recommend improvements
- Play a "program management" role in the region to ensure that the highest priority projects are successfully executed
- Plan, schedule, assign projects, and ensure activities are in compliance with Company policies and procedures, and with codes and regulations
- Ensure that each project has a project execution plan and regularly updated staffing plan for each project, and arrange for recruitment and/or assignment of project personnel
- Participate in meetings and conferences and act as spokesperson for the organization on highly significant matters
- Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing projects, staffing requirements, and allotment of available resources to various phases of project
- Monitor performance of projects in execution to ensure projects are being completed within prescribed time frame and funding parameters and meeting customer's expectations
- Perform monthly reviews of all active projects with the Project Managers to fully understand financial and schedule status of projects along with potential risks and opportunities
- Reporting on status with recommended major actions to senior management

Qualifications for head of operations

- Experience managing organisations of + 1000 freelancers
- Experience in working backwards from the customer and delivering innovative, simple
- Strong leadership skills, experience managing managers, and ability to develop staff
- Experience building CI/CD pipelines for Docker containers using tools like Jenkins, TeamCity
- 10+ years within fast moving international companies renowned for their state-of-the-art Supply Chain and Logistics practice such as distribution, retail, any other state of the art Supply Chain/Logistics industrial company
- Familiarity with GCP and relevant local regulations