



# Example of Leader, Operations Job Description

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Our company is growing rapidly and is looking to fill the role of leader, 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 leader, operations

- Assures safe working environment for employees
- Develops the annual operating plan/budget and continuously reviews the plan compliance with respect to production, yields, and fixed costs
- Works with the Plant Manager and Business teams to develop sales, inventory and operating plan
- Champion use of Six Sigma/Lean tools and support HOS in driving plant improvement to develop and implement strategic initiatives relative to inventory, capacity utilization, and growth opportunities
- Owns the Fluorocarbons department capital budget and works with other departments to prioritize capital spending
- Manages raw material and finished product inventories
- Coach and develop and review the performance of the production staff
- Works with the Maintenance Department to develop and implement maintenance activities
- Works with the Training Department and Document Control to assure documentation and training is up to date
- Conforms to ISO 9000 standard

## Qualifications for leader, operations

- Provides leadership in areas of commodity supply management decision-making
- Drives to achieve /exceed goals

- Demonstrated skills in leading others and achieving results, in efficiently balancing multiple priorities and tasks
- A highly collaborative leader both within the plant with peer and divisional leadership while enlisting support, sharing best practices, and leveraging available resources
- Maintain and nurture effective working relationships/communications with key support functions