



Example of Operations Leader Job Description

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Our company is hiring for an operations leader. 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 leader

- Evaluate performance, recommend appropriate disciplinary action as needed, and interpret and enforce company policies while maintaining the provisions of the bargaining unit contract
- Approve bargaining union time entries and arrange for shift coverage as required to maintain production schedules
- Monitor work on the shop floor and ensure activities as consistent with established standard work and work instruction documents
- Assist in the development and revision of Task Standardization Process, standard work and work instruction documents
- Ensure that adequate training of personnel is conducted, maintained, and documented
- Ensure strict adherence to both internal and external customer requirements
- Perform process audits, recognize and report process deviations, and assist with diagnosis and correction of safety/process/quality/delivery problems
- Maintain a working understanding of Oracle and resolve OPM issues
- Maintain neat and orderly stock and receiving areas
- Handle the receiving of merchandise deliveries as needed

Qualifications for operations leader

- 2 years of leadership or management
- Demonstrate strong leadership and ability to work collaboratively across

- High level of Initiative and commitment for continuous improvement
- Off-hour and weekend work is expected
- The successful applicant is results oriented, demonstrates enthusiasm, resilience under stress, and a will to win attitude