



# Example of Operations Manager Senior Job Description

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

## Responsibilities for operations manager senior

- Regularly review new technology and determine how systems could be implemented to improve operational efficiency
- Oversee Juba Base Compound and Juba Base Staff (maintenance physical plans, utilities contracts, base hosting services, and base budget)
- Oversee the management of the Juba Base Fleet, Drivers and Mechanics (maintenance plans, management and scheduling of staff, and government regulations)
- Supervise the management of the Juba warehouse and warehouse staff
- Manage and administer all aspects of countrywide ICT and staff
- Direct all aspects of Logistics, both ground and air for all program and base supplies countrywide from both within country and international procurement ensuring best practices are followed
- Ensure accurate Asset Inventory System is maintained throughout the year through close oversight and twice yearly physical verification and submission to IHQ
- Liaison with the Security department for base security upgrades as advised/recommended from Security Manager
- Facilitate staff development and capacity building through the development and coordination of training programs, completion of yearly evaluation and goal setting, quarterly individual staff check-in meetings
- Establish and maintain a harmonious working environment seeking to strengthen encourage and foster staff development and empowerment

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- Entrepreneurial and creative approach to leveraging resources of the business
  - Demonstrated ability to multi-task and achieve results under pressure
  - Demonstrated experience in problem identification and resolution for product distribution, with customers and employees
  - Proficient ability with MS Word, MS Excel and MS Outlook
  - Valid C Class Forklift certification a plus
  - Minimum of ten years of progressive experience in supervising the production floor operations to include direct management experience of floor personnel