



Example of Opex Manager Job Description

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Our company is hiring for an opex manager. 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 opex manager

- Exercise discretionary authority over day-to-day OpEx implementation operations
- Manage administration of complex contracts, providing direction to internal support organizations, handling efforts to close additional business opportunities with existing and/or select new Customers for a market sector
- Deploys the standard quality improvement approach
- Support new product development and industrialization
- Responsibility for the accurate recording of all operating expenses for each of the entities in a timely and accurate manner ensuring adherence to the month-end timetable
- Providing support to external outsource provider of back office general accounting processes to obtain answers for exceptions that arise within the process
- Provide support service to the LOB's on all operating expense related activities
- To support the OPEX Controller in resolving queries relating to operating expense related queries
- Ownership of the OPEX processes and results, including balance sheet reconciliation
- Ensure month end reconciliations are completed timely and accurately

Qualifications for opex manager

- Quality Management System knowledge and experience (ISO 9001, TS16949) Knowledgeable in Continuous Improvement Methodologies such as LEAN and Six-Sigma
- 5 or more years of management experience in Manufacturing, S&OP, and Supply Planning or Materials
- SAP or comparable MRP super-user experience required
- High level of familiarity with Microsoft office suite
- Degree in electrical or mechanical engineering or related disciplines
- Supports China Local Procurement Representative (LPR) coordinator to animate & lead China site LPR network to get synergy from best practice sharing and framework negotiation