



Example of Senior Operations Manager Job Description

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Our growing company is looking for a senior operations manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for senior operations manager

- Responsible for spearheading continuous improvement throughout the program
- Invoicing and Commission reporting and analytics support
- Review all client communications
- Create program roll-out and launch communications
- National field travel, approximately 10% travel (often with short notice) with some overnight travel and/or airline travel required
- Ability to manage multiple and diverse services
- Determines optimum staffing model for the department
- Management of repository operations
- Serve as primary liaison to Moen's Operations organization and partner with them to continuously optimize end-to-end ecommerce supply chain
- Identify opportunities to improve Moen's approach to servicing key ecommerce customer accounts

Qualifications for senior operations manager

- Satisfactory performance rating in current management position
- Demonstrated ability to solve complex of problem
- Demonstrated leadership skills to effectively develop and lead a high performing team in meeting function/department/company short-term goals

- At least 5 years of experience as project manager for an international software or hardware company
- Excellent understanding in operations or project management practices, techniques, tools and methodologies