

Operations Manager Job Description

Job Brief

Our expanding company is seeking to hire an Operations Manager to join our leadership team. You will be in charge of providing inspired leadership for the operation for one of our organization's lines of business, which involves making important policy and strategic decisions, as well as the development and implementation of operational policies and procedures. You will also be assisting our Human Resources department with recruiting, when necessary, and help promote a company culture that encourages morale and performance.

Successful candidates will have a Bachelor's degree in operations management (or a related field) and have prior experience in a management or leadership position. A deep understanding of financial management is also a plus.

Roles & Responsibilities

- Provide inspired leadership for the organization.
- Make important policy, planning, and strategy decisions.
- Develop, implement and review operational policies and procedures.
- Assist HR with recruiting when necessary.
- Help promote a company culture that encourages top performance and high morale.
- Work with senior stakeholders.
- Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations.
- Work with the board of directors to determine values and mission, and plan for short and long-term goals.
- Identify and address problems and opportunities for the company.
- Support worker communication with the management team.

- Ensure all operations are carried on in an appropriate, cost-effective way
- Improve operational management systems, processes and best practices
- Formulate strategic and operational objectives
- Examine financial data and use them to improve profitability
- Manage budgets and forecasts
- Recruit, train and supervise staff
- Find ways to increase quality of customer service

Requirements

- Bachelor's degree in operations management or related field (preferred)
- Experience in management, operations, and leadership.
- Understanding of general finance and budgeting, including profit and loss, balance sheet and cash-flow management.
- Ability to build consensus and relationships among managers, partners, and employees.
- Excellent communication skills.
- Solid understanding of financial management.
- Knowledge of organizational effectiveness and operations management
- Familiarity with business and financial principles
- Outstanding organisational skills

Location: Banglore, India

Salary: 240,000 - 420,000 PA

Working Hours: Sat - Thu, 10:00 - 19:00

Send your resume/CV to careers@machinser.com