

Assistant Operations Manager Job Description

- Provide support to the operations manager in the day to day running of the organization
- Develop work rules and guidelines for company employees
- Identify what is required for staff to carry out their duties
- Schedule projects and ensure assignments are carried out as planned
- Work hand-in-hand with top management staff concerning work/operational issues and other activities
- Draw up reports regarding operations in the company and pass them to top management whenever it is requested for
- May be responsible for preparing yearly budget for the company so that at the end of the year, performances(profits or losses) will be analyzed alongside the budget that was used
- Serve as a guide to fresh employees so as to make sure that they adhere to company rules and that the result of their various tasks meet company standard
- Oversee financial issues and the development of long term goals that enhance company growth
- Carry out evaluation of company's present operational goals and suggest ways of improving important areas
- Maintain and organize company's facilities
- Educate operations team on company policies and excellent service standards.