

Operations Manager Job Description

Duties and Responsibilities:

- Oversee the annual budgeting and budget planning process of the organization to ensure relevant objectives are considered
- Conduct periodic assessments to evaluate the financial performance of the company
- Prepare and present short term and long term reports on financial and managerial operations
- Oversee the reconciling of monthly company operations in order to generate annual reports
- Utilize appropriate financial tools in managing accounts payable and receivable
- Administer organizational insurance as well as employee benefits and payroll
- Monitor accounting systems and procedures to ensure billings, receipts, and pledges are recorded
- Conduct business forecast to identify recent developments so as to develop long-term financial plans
- Develop and implement policies and procedures required for improved process and maximum output
- Oversee the recruitment and training of work personnel to ensure effective operations
- Coordinate the activities of the departments, involving in the production, storage, and distribution of goods
- Collaborate with the quality assurance unit of the firm to ensure production of high quality goods
- Manage and monitor the operations of IT, HR, Accounts and other support services in the organization
- Liaise with top management executives to develop strategies for operational efficiency
- Plan and support sales, marketing, and customer service activities.

Operations Manager Requirements – Skills, Knowledge, and Abilities

- **Education and Training:** To become an operations manager, you require a Bachelor's degree in business, finance, or in a similar discipline. You can further obtain a Master's degree in business administration or operational management to increase job prospects
- **Leadership Skill:** Operations managers are able to direct and supervise the activities of operations personnel to meet set targets
- **Communication Skill:** They are skilled in interacting with the various departments of an organization in order to achieve common operational goals
- **Planning Skills:** They are able to organize and coordinate a production process to be efficient.