

Plant Operations Manager Job Description

Duties and Responsibilities:

- Manage operations budget to ensure minimal production cost and optimal product quality
- Review production processes and procedure to ensure they operate at highest possible efficiency
- Collaborate with health/safety managers to develop and implement safety policies for general plant operations
- Oversee the hiring and training of operations personnel to ensure a capable workforce
- Carry out research to discover ways of improving on existing operational processes
- Liaise with purchasing managers to develop and improve supplier relationship
- Conduct employee performance appraisals to identify areas of limitation in order to provide coaching and guidance
- Delegate and assign work tasks to production staff to achieve set manufacturing targets
- Optimize production process by eliminating wastes and other constraints to improve work efficiency
- Oversee the long term planning and initiatives geared towards enhanced operations
- Prepare and submit to upper management regular reports of plant operations
- Maintain positive trust relationship with suppliers to ensure constant flow of required raw materials
- Ensure timely and effective delivery of goods to clients
- Maintain accurate inventory and ensure proper storage of received raw materials
- Utilize cost-benefit analytical techniques in improving operational efficiency.

Plant Operations Manager Requirements – Skills, Knowledge, and Abilities

- **Education and Training:** To become a plant operations manager, you require a Bachelor's degree in business administration, industrial engineering, industrial management, or in a related discipline. Some employers may require plant operations managers to possess Master's degree in business administration or finance. Plant workers can advance to the plant operations manager position by taking management classes. Having relevant operations certification is an added advantage for the position
- **Time management Skill:** Plant operations managers are able to properly manage their time to meet production and delivery deadlines
- **Leadership Skill:** They are able to direct and motivate company staff to effectively perform job duties
- **Problem-solving Skill:** They proffer solutions to defects or limitations in production.