

<b>Position Title:</b>	Operations Manager	<b>Name:</b>	
<b>Reports to:</b>		<b>Location:</b>	
<b>Start Date:</b>		<b>Department:</b>	
<b>Primary Purpose of Position:</b>			
The Operations Manager will be responsible for and contribute to the development and implementation of organisational strategies, policies and practices. The Operations Manager will also be responsible for managing a team of individuals and will play a lead role in providing financial and operational support.			

<b>Key Responsibilities &amp; Duties:</b>	
<b>Major Responsibilities include but are not limited to:</b>	
1. <u>Major Accountabilities</u>	
<i>(Generic Responsibilities)</i>	
<ul style="list-style-type: none"> <li>• Coordinate and manage subordinates and allocate tasks and resources as needed</li> <li>• Gather and link information, resolve discrepancies and make strategic recommendations</li> <li>• Prioritise and manage several tasks simultaneously</li> <li>• Conduct continual analysis and evaluation of strategic information (revenues, installation margins, freight cost, manufacturing operations etc.)</li> <li>• Manage day-to-day operations in purchasing, product and vendor management, receiving, warehousing, stock, and picking/shipping operations as well as carrier management</li> <li>• Oversee overall financial management, planning, systems and controls</li> <li>• Develop individual program budgets</li> <li>• Supervise and coach office manager</li> </ul>	
<i>(OHS Responsibilities)</i>	
<ul style="list-style-type: none"> <li>• Responsible for the implementation of the company's Site Safety Management Plan</li> <li>• Ensure all activities are conducted in accordance with all OHS requirements</li> <li>• Ensure all Safe Work Instructions are followed</li> <li>• Implement the company's policies and procedures</li> </ul>	
2. <u>General:</u>	
<ul style="list-style-type: none"> <li>• Meet attendance requirements</li> <li>• Work without constant supervision</li> <li>• Be effective in meeting deadlines</li> <li>• Produce accurate and quality work</li> <li>• Achieve improved business performance</li> <li>• Meet all requires of employment contract</li> <li>• Implement company policies as required</li> </ul>	
3. <u>Working Relationships</u>	
<b>Internally</b> this position works with:	
<ul style="list-style-type: none"> <li>• Department Managers</li> <li>• Operations team</li> <li>• CEO/General Manager</li> </ul>	
<b>Externally</b> key working relationships are with:	

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| <p><b>Key Competencies</b></p> <ul style="list-style-type: none"> <li>• Strong leadership, management, coaching and organisational skills</li> <li>• Excellent oral, written and interpersonal communication skills</li> <li>• Good project planning execution skills</li> <li>• Able to work in an unstructured environment and independently</li> <li>• Strong problem solver and planner with organisational and analytical ability</li> </ul> |
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<p><b>Agreement</b></p> <p>I have read this Position Description and confirm that:</p> <ul style="list-style-type: none"> <li>• I fully understand the content and agree that it forms the basis of my employment at UBT</li> <li>• I understand that the company may change the Position Description from time to time to suit the needs of the business</li> </ul> <p>Signed Employee.....Date:.....</p> <p>Signed Manager:.....Date:.....</p> <p>...</p>
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