

Position Title:	Operations Manager	Name:	
Reports to:		Location:	
Start Date:		Department:	
Primary Purpose of Position:			
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.			

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

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