

CAPITAL

Position Title: Operations Manager

Supervisor: Branch Manager

Status: Exempt

Position Summary: Responsible for planning, developing, and directing a safe, efficient, and high morale distribution operation to achieve results desired by the company. Actively participate with the division management team to develop, analyze, and evaluate the strategic direction of the division in order to increase profitability, sales, and operational efficiency. Interdepartmental communication skills required for working with both internal and external customers.

Essential Functions:

- Responsible for working with division management team to ensure accurate, timely, and efficient shipping, receiving and processing of material
- Ensure that all safety programs, company policies, procedures and guidelines are maintained and properly documented
- Responsible for recruiting, training, and evaluating all operations personnel
- Responsible for working with division management team to maintain an accurate and well-organized inventory
- Responsible for planning and implementing storage layout of inventory
- Responsible for developing a comprehensive succession plan for operations personnel.
- Responsible for working with division management team to develop the annual business plan
- Perform other work related duties as assigned by your supervisor and be flexible and adaptable to changes that will occur during the course of employment.

Education, Experience and Skills Required:

- Minimum of three (3) years experience of managing and supervising in an industrial distribution environment.
- Minimum of three (3) years demonstrated experience leading and developing individuals and teams.
- Working knowledge of bottom-line business management with the proven ability to make sound business decisions, discuss and resolve problems
- Working knowledge of computers and business related software
- Strong verbal, written, mathematical and interpersonal skills
- Ability to read, write and speak English. Verbal Spanish skills are beneficial
- Must be able to work a minimum of 8 hours per day, 40 hours per week, with unpredictable, but not regularly scheduled hours in excess of 8 in a day and up to 50 hours or more per week. May occasionally work on weekends