



Profit from our knowledge

Operations Manager Job Specification

Job Role: Operations Manager
Reporting to: Commercial Director
Working Hours: 8.00am – 5.00pm Monday to Friday with 1 hour for lunch. Additional hours may be required dependant business requirements.
Location: Based at OPICO Limited, Bourne, Lincolnshire.

Job Description:

- Manage and lead the operation's team and maintain communication with all relevant departments
- Manage the day-to-day running of the site, creating and maintaining processes and procedures to help increase the company's efficiencies
- Maintain and create a safe working environment for all members of staff on and off-site
- Maintain the purchase budgets, ensuring all goods are ordered in line with sales requirements and lead times
- Manage final assembly of all machinery. Control quality and implement process change for improvement as required
- Organise Transport from suppliers worldwide and transport from OPICO to customers. Negotiate rates to improve cost and efficiency
- Ensure import and export documentation is completed in line with regulation
- Manage Budgets and forecasting
- Manage Inventory and stock movement
- Management Team Contribution as necessary
- Travel to customers and suppliers when required

What is Offered:

- Competitive salary
- Company health care plan (BUPA) – Contribution
- 25 days holiday + Bank holidays
- Life assurance
- EAP (employee assistance program)
- Company mobile, laptop etc...

Key Skills:

- **Accuracy and attention to detail**
- **Excellent Written and Verbal communication**
- **Strong Leadership Skills**
- **Budget Management**
- **Excellent planning and organisational skills**
- **Expertise in spreadsheets and financial tools**
- **Experience in H&S**



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