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Offices 501-530, 5th Floor, Sohrab Hall, Pune 411001

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Job Title: Operations Manager

Job Description:

As an Operations Manager, you will be a key player in overseeing and optimizing the day-today activities of our organization. Your role involves managing operational processes, improving efficiency, and ensuring that business objectives are met. You will work closely with various departments to streamline operations, implement best practices, and contribute to the overall success of the company.

Key Responsibilities:

Operational Planning: Develop and implement operational strategies that align with the organization's overall goals and objectives.

Process Optimization: Identify opportunities for process improvement and implement measures to enhance efficiency and productivity.

Resource Management: Effectively allocate and manage resources, including personnel, equipment, and materials, to ensure optimal utilization.

Quality Assurance: Establish and enforce quality control standards to ensure that products/services meet or exceed customer expectations.

Budget Management: Collaborate with finance and other departments to develop and manage operational budgets, ensuring cost-effective operations.

Team Leadership: Provide leadership and guidance to the operations team, fostering a positive and collaborative work environment.

Performance Monitoring: Monitor key performance indicators (KPIs) to assess the effectiveness of operational processes and implement corrective actions when necessary.

Supply Chain Management: Oversee and optimize the supply chain, including procurement, inventory management, and logistics.

Health and Safety: Ensure compliance with health and safety regulations, implementing measures to create a safe working environment for employees.

Vendor Management: Build and maintain relationships with vendors and suppliers, negotiating contracts and agreements to secure favorable terms.

Technology Integration: Explore and implement technology solutions to improve operational efficiency and stay abreast of industry trends.

Continuous Improvement: Foster a culture of continuous improvement, encouraging team members to contribute ideas for enhancing operational processes.

Reporting: Prepare and present regular reports on operational performance, highlighting achievements and areas for improvement.

Crisis Management: Develop and implement contingency plans to address unforeseen operational challenges or disruptions.

Qualifications and Skills: Educational Background: Bachelor's degree in Business Administration, Operations Management, or a related field. Advanced degrees or certifications are a plus.

Experience: Proven experience in operations management or a similar role, demonstrating a track record of successful process improvement and team leadership.

Analytical Skills: Strong analytical and problem-solving skills to assess and address operational challenges.

Communication Skills: Excellent communication and interpersonal skills to collaborate with cross-functional teams and stakeholders.

Leadership: Demonstrated leadership abilities with the capacity to inspire and lead a team towards common goals.

Decision-Making: Sound decision-making skills with the ability to prioritize tasks and make timely and informed decisions.

Adaptability: Ability to adapt to changing circumstances and prioritize tasks in a dynamic environment.

Attention to Detail: Strong attention to detail to ensure accuracy and precision in operational processes.

If you are a results-driven and strategic thinker with a passion for optimizing operations, we invite you to join our team as an Operations Manager and contribute to the success and growth of our organization.

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