

JOB DESCRIPTION	
POSITION TITLE	OPERATIONS MANAGER
MAIN PURPOSE OF THE POSITION	
➤ The warehouse operations manager is responsible for supervising and strategizing operations and process improvements to enhance effectiveness and efficiency. ➤ The Manager will assist oversee the production processes to ensure efficiency, quality, and safety. They are responsible for managing teams, optimizing workflows, maintaining equipment, and meeting production targets	
ROLES AND RESPONSIBILITIES	
➤ Assist in managing daily production operations, ensuring compliance with safety and quality standards. ➤ Collaborate with the productions managers to develop and implement production schedules and resource allocation. ➤ Monitor production metrics and work with cross-functional teams to identify and resolve operational issues. ➤ Support the training and development of production staff, fostering a culture of safety and efficiency. ➤ Contribute to continuous improvement projects aimed at enhancing productivity and reducing waste. ➤ Assist in managing inventory levels and coordinating with ordering teams for material procurement. ➤ Fleet Management: Assists in ensuring efficient trucks operations. ➤ Coordinate with other departments such as procurement, finance, and sales to ensure timely delivery of orders and smooth operations. ➤ Ensure zero tolerance to theft and drunkardness in the warehouse. ➤ Ensure cleanliness and proper arrangement of the worksite at all times. ➤ Ensure general warehouse and depot cleanliness and arrangement. ➤ Responsible for ensuring all business operations certificates are up-to-date. ➤ Participate in developing workplace rules and safety regulations. ➤ Compliance to Health and Safety standards: enforce compliance to health and safety standards in the warehouse. ➤ Maintain safe custody of company assets such as garments, PPEs, car spare parts, car keys,	

and replacements. ➤ Prepare reports and documentation related to warehouse operations including inventory levels, deliveries, and stock levels. ➤ Communicate to the management on different elements such as improvement and best-selling products.	
DESIRED QUALIFICATION AND EXPERIENCE	
EDUCATION ● Bachelor's degree in Engineering, Manufacturing, Business, or a related field ● 2+ years of experience in manufacturing or operations management ● Strong analytical skills with the ability to interpret data and make informed decisions ● Proficient in using manufacturing software and Microsoft Office Suite Technical Skills and Relevant Technologies ● Understanding of cabros, tiles, and terazzo manufacturing processes and equipment ● Good understanding of vehicles management and performance ● Experience with production planning and scheduling software ● Knowledge of quality control methodologies and techniques	
KNOWLEDGE, SKILLS AND ABILITIES	
SKILLS • Team-leader/player • Adaptable personality • Strong planning and organizational skills • Great communication skills and team player • Time management skills • Problem solving aptitude • Good understanding of inventory related operational. • Ability to work with minimal supervision • Business driven	
KEY PERFORMANCE	
KEY RESULT AREA	
Overall Commercial Operations performance	Availability of standard stock
	Loaders and drivers compliance

	Overall Equipment Effectiveness
	Safety standards at the warehouse.
	On-Time In-Full (OTIF) delivery
	Accountability of company assets.
	Customer Rejects/Returns/complaints

