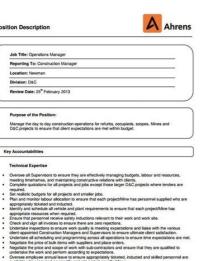


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Responsibilities of operations manager pdf



OPERATIONS MANAGER JOB DESCRIPTION

III Key job tasks of operations manager job description

1. Financial management:

- Prepare and agree annual budgets for financial and support costs.
- Responsible for managing the budgets for all projects, and related development activities.
- Accountable for the effective financial management of the operations team.
- In support of the Chief Executive Officer, provide monthly information to enable the review of financial results and forecasts for the Operations Team.

2. Staff management:

- Establish and maintain appropriate staff resources of the Operations Team to ensure the right skills, numbers, and cost.
- On time, on budget and to the agreed quality standard.
- To establish clear organizational structures for the Operations Team.
- To ensure clarity of responsibilities and accountability of individuals.

3. Operational delivery:

- Provide technical support for the agreed redesign, development, implementation and continuous improvement of the company's processes as required to ensure customer focus.
- Develop operational managers for software, knowledge base, data base and customer support teams to overcome technical and other constraints on the delivery of projects.
- Assist in the development of the strategic plan for all operational activity.
- Implement and monitor the annual and medium term operational plans, program and projects to meet overall objectives and agreed timelines.

4. Communication and Information:

- Ensure effective internal communications both within the operations team and across the organization.

5. Organizational Effectiveness:

- Manage functions

JOB DESCRIPTION	
JOB TITLE:	Retail Operations Manager
RESPONSIBLE TO:	Head of Income and Information
JOB PURPOSE:	To be responsible for the strategy, direction and effective management of the retail business, including the delivery of high standards of customer service, product range, value for money, and net revenue and net margin costs.
<small>Age UK Milton Keynes Trading activities, including the delivery of high standards of customer service, product range, value for money, and net revenue and net margin costs.</small>	
<small>To manage associated projects related to retail areas.</small>	
<small>To ensure Health and Safety policy is adhered to.</small>	
<small>To manage the premises at Units 6 and 8 at Klin Farm.</small>	
1. Judgment and decision making	
<ul style="list-style-type: none">• To work with the Head of Income and Marketing to produce the business plan for retail outlets.• To implement the retail business plan to achieve net income targets for each of the retail outlets.• To identify opportunities for increasing net income through the retail outlets.• To assist with the Compliance Manager to ensure that Health & Safety standards are met regularly audited in all areas of activity, including staff and volunteer training.	
2. Budget responsibility	
<ul style="list-style-type: none">• Responsible and accountable for the income and expenditure of the retail outlets.• To manage the budget within agreed budgets.• To manage a budget to ensure the retail business is profitable.• To prepare and circulate reports for the Head of Income and Marketing as required.• To ensure all activities comply with charities, tax and other statutory requirements.	
3. Staff responsibility	
<ul style="list-style-type: none">• To directly manage General Support Assistant.• To directly manage Furniture Store manager.• To directly manage shop manager.	

Operations Manager

The Opportunity

StartUptown needs a self-directed, creative and outgoing Operations Manager to drive its concept forward. In this role, you will serve equal parts membership coordinator, events planner, and marketing lead. You will influence StartUptown's future and will interact with a broad spectrum of Pittsburgh's community.

Your Responsibilities

As membership coordinator, your primary responsibility is to ensure that member needs and requests are met on a daily basis. Related activities include:

- Coordinate with Landlords and Facilities Manager(s) to maintain adequate levels of on-site supplies
- Handle infrastructure and service requests from members
- Manage the schedule and logistics for weekly and monthly member events
- Provide tours to visitors and prospective members
- Assist with member recruitment and onboarding initiatives

Hotel Operations Manager

Job Description for Hotel Operations Manager. A Bachelor's degree in Hotel Business or Hospitality Management, in some cases, general business degree at this level is acceptable. The position requires a minimum of three years experience in hotel operations, including one year in a supervisory capacity. Hotel experience in guest services, food and beverage, housekeeping, sales and marketing, front desk, sales and services, or in the food and beverage industry is preferred. A minimum of one year experience in a supervisory capacity is required. Hotel operations manager must have extensive or design departmental needs to help manage the hotel.

Chef de partie manager, front office manager and guest service manager are also considered for this position. Hotel operations manager must have extensive or design departmental needs to help manage the hotel.

Front office manager must have extensive or design departmental needs to help manage the hotel.

Guest service manager must have extensive or design departmental needs to help manage the hotel.

Hotel operations manager must have extensive or design departmental needs to help manage the hotel.

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