



Operations Manager | Cornwall based Salary range: £20-24K

Purpose: We are looking for a highly motivated, self-managing and organised individual to join our team as Operations Manager.

This is a stimulating and varied role, suited to an individual with excellent administration skills that will be applied to ensure our growing design and manufacturing business operates effectively and efficiently.

This role is pivotal to the growth and smooth running of our business and therefore an exciting opportunity for the right individual.

The role will focus on:

- Managing the production schedule
- Placing orders and managing suppliers
- Managing project costings
- Managing product despatch and delivery with end users
- Managing and monitoring production budgets alongside our in-house book keeper
- Managing inventory for each of our products
- Communicating and sharing information across the in-house team
- Reporting weekly and monthly KPIs to the directors
- Planning for and implementing procedures that will improve the efficiency of our systems

Person specification:

ESSENTIAL	DESIRABLE
Ability to prioritise, multi-task and organise workflow to meet concurrent deadlines in a fast-paced environment	Experience within a manufacturing or design company
Able to work independently	5+ years within a small, growing business
High degree of self-motivation	Financial administration experience
Ability to sustain effective relationships with suppliers.	Experience in a procurement role
Computer literacy – excellent in Excel and Word	Experience in producing business reports
Exceptional communication and time management	
Strong team worker	
Strong negotiating and communicating skills	
Positive attitude	
Excellent eye for detail and accuracy	
Willing to travel if required to maintain and nurture supplier relationships	
Great initiative and an interest in making improvements.	
A good understanding of our brand values and quality standards	
3 years minimum in a business support role	
Driving licence	
Ability to clearly present numerical and written information	
Ability to motivate and engage wider members of the team	