Job Description

Plan, direct, or coordinate the operations of companies or public and private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Includes owners and managers who head small business establishments whose duties are primarily managerial.

Similar Job Titles

Assistant Plant Manager/Operations
Chief Operating Officer (COO)
Division Operations Manager
Golf Club Manager
Operations Manager
Water Superintendent
General / Operations Manager
Director Non-Profit Organization
Operations Manager, Banking
Operations Manager, Retail
Associate Director, Non-Profit Organization
Operations Manager, Financial Organization
Production Manager, (Unspecified Type)
Director of Operations
Vice President (VP), General Manager
Clinical Operations Manager
Operations Manager, Financial
Operations Administrator
Vice President (VP), Operations
General Manager, Product Development Center
Business Operations Manager
Country Manager, General Operations
Chief Administrative Officer (CAO)
Development Manager, Non-Profit Organization
State/Territory Manager, General Operations
Business Development Director
District Manager, Food & Facilities Management Services
District Operations Manager, Fast Foods
Director, Operations and Administration
General Manager, Regional
General Manager, Fitness Club
Operations Supervisor
Business Development Manager

Operations Manager Job Description Comments

If the operations manager job description above seems vague, it’s because many of an operations manager’s core duties are hard to classify. In essence, an operations manager’s job description entails keeping a business running smoothly. Often, a general or operations manager will coordinate a larger managerial staff, facilitating interdepartmental communication and allocating tasks and resources as needed. In smaller businesses, the duties contained in an operations manager job description may be taken on by the business owner or CEO.

Another reason that operations manager job descriptions tend to be vague is that an operations manager is responsible for a variety of activities, not all of which come up on a day-to-day basis. During certain times of year, an operations manager may be more concerned with budget and goal-setting; during others, he or she may be focused on business or product development. Regardless of the time of year, however, keeping the company’s daily activities going smoothly is an integral part of an operations manager’s job description. A good operations manager tries to anticipate problems and set policies in place to deal with them when or if they do happen. He or she should also be skilled in dispute resolution and have the leadership skills to keep other employees focused and working toward mutual goals.

http://www.payscale.com/Job_Description/General_and_Operations_Managers