

## 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](http://www.payscale.com/Job_Description/General_and_Operations_Managers)