



## Operations Manager (Signs)

### Job Scope

The Operations Manager, Signs, is responsible for all activities related to operations and development of company products by overseeing all aspects of the operation, including Inside Sales, Counter Activity, and Warehouse crew, and assisting when necessary. Perform audit of operational general ledger accounts and equipment costs.

### Responsibilities

- Develops and maintains manufacturing operations business plans to include all program requirements, labor hours, cycle, production costs, and images.  
Provides input to developing product strategy, research, and new and emerging products.  
Establishes production and quality control standards, develops budget and cost controls, and obtains data regarding types, quantities, specifications, and delivery dates of products ordered.  
Guides the development of a manufacturing process plan, including personnel requirements, material needs, subcontract requirements, facility needs, and tooling and equipment needs.  
Ensures all established costs, quality, and delivery commitments are met.  
Coordinates manufacturing activities with all other organization functions and suppliers to obtain optimum production and utilization of human resources, machines, and equipment.  
Reviews production and operating reports and directs the resolution of operational, manufacturing, and maintenance problems to ensure minimum costs and prevent operational delays.  
Performs administrative activities associated with effectively managing shop operations, including compiling, storing, and retrieving production data for reports.  
Determines responsibilities of assigned organization and staff positions to accomplish business objectives.  
Trains and ensures all assigned employees know and comply with company, government, and customer policies, procedures, and regulations.  
Employee selection, interviews, hiring and termination, maintenance of all branch employee files, including attendance and disciplinary records, accident records, and drug screens.  
Responsible for the accuracy and completeness of all employee records forwarded to the Corporate Office  
Regular evaluations of all supervised employees, compensation recommendations, and disciplinary measures  
All aspects of employee relations &#8211; conducting staff meetings, monitoring each employee's performance, and mediating disputes  
Responsible for any local branch vendor negotiations and local contract administration  
Keeping accurate costing processes performed by supervised personnel &#8211; purchase orders, checks, inventory transactions, etc.  
Follows and promotes the company constitution.

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



## Requirements

- Bachelor's degree in Business Administration, Operations Management, or a related field. A master's degree is a plus.  
Proven experience in operations management, preferably in [industry/sector].  
Strong knowledge of operational best practices, process improvement methodologies, and performance measurement techniques.  
Excellent leadership skills with the ability to effectively manage and motivate a diverse team.  
Solid understanding of financial management principles, budgeting, and cost control.  
Exceptional problem-solving and decision-making abilities, with a focus on finding innovative solutions.  
Excellent communication and interpersonal skills, with the ability to collaborate and influence stakeholders at all levels.  
Proficiency in using operational management software and tools.  
Demonstrated ability to handle multiple priorities, meet deadlines, and adapt to changing business needs.  
Strong analytical and strategic thinking skills.