

**26/07/2017****Site Operations Manager - Kildare**

Production Equipment Europe is a leading industrial distributor supplying over 35,000 products to customers nationwide. We are currently recruiting for a Site Operations Manager to work within our team based in Kildare. This is an exciting opportunity for a strong team player to join a dynamic and fast paced team.

Reporting to the European Operations Manager, the Site Operations Managers primary responsibility is to ensure organizational effectiveness by providing leadership to the onsite team as well as operational expertise. The successful candidate will provide excellent customer service based onsite in a client warehouse. Working with the management team, the Site Operations Manager will contribute to the development and implementation of organisational strategies, policies and practices. The Site Operations Manager will be a key driver in identifying and implementing efficiencies and process improvements as required by the business.

**Responsibilities**

- Improve operational systems, processes and policies in support of organisations mission. Specifically, supporting better management reporting, information flow, business process and organisational planning
- Manage and increase the effectiveness and efficiency of Support Services (HR, IT and Finance), through improvements to each function as well as coordination and communication between support and business functions
- Play a significant role in long-term planning, including an initiative geared toward operational excellence
- Regular meetings with European Operations Manager and management group
- Supervise and coach all team members and new hires
- Increase the effectiveness and efficiency of Support Services through improvements to each function (HR, IT, Finance) as well as coordination and communication between functions
- Drive team initiatives and organisationally that contribute to long-term operational excellence
- Contribute to short and long-term organizational planning and strategy as a member of the management team
- All other duties as assigned

## **Skills & Experience**

- A minimum of 5 years experience in a similar managerial position
- 3<sup>rd</sup> level qualification in Business Administration, Commerce, General Management, Engineering or the equivalent
- Green Belt Certification and lean manufacturing experience is desirable
- Dual site management experience is desirable
- Excellent analytical skills with an ability to identify improvements in methods and processes
- Action orientated and enjoys challenges, drives for results, is versatile, flexible and willing to work within constantly changing priorities with enthusiasm
- Working knowledge and/or experience in ERP systems and Finance
- Excellent computer skills with proficiency in excel, word, outlook, powerpoint and access
- Ability to communicate both verbally and in writing with cross functional teams, clients, management and employees
- Demonstrate leadership and vision in managing staff groups and major projects or initiatives
- Excellent interpersonal skills and a collaborative management style
- A demonstrated commitment to high professional ethical standards and client delivery
- Proven track record of excelling when operating in a fast paced, diverse environment
- Excellent people management skills, open to suggestions for change
- Ability to challenge and debate issues of importance to the organisation
- Ability to look at situations from several points of view