

JOB DESCRIPTION – Operations Manager

**Moody Compress & Warehouse Company
Galveston, TX 77551**

Operations Manager Job Description

Position Summary:

This position is responsible for preparing and planning strategies to meet daily, weekly, and monthly warehouse goals. Responsibilities include coaching and managing team members to achieve high performance standards, as well as recognizing individual and team successes. This position reports to the warehouse General Manager and works closely with senior management to ensure superior operational performance and all-around success.

Primary Responsibilities and Attributes of the position:

- **Achieve performance goals and objectives in the areas of productivity, accuracy, and expense control, as established by senior management**
- **Make appropriate improvements to warehouse processes and procedures**
- **Gain a complete understanding of how to perform each warehouse and administrative job through hands on experience**
- **Participate in the hiring of appropriately skilled team members**
- **Develop each team member's skills, standards, and morale through continuous training and coaching**
- **Direct, support, and delegate tasks as appropriate to each team member's skill level**
- **Give continuous and thorough feedback to team members and conduct timely performance appraisals**
- **Understand and effectively communicate company policies and procedures to ensure compliance and consistent administration throughout the warehouse**
- **Study and analyze daily, weekly, and monthly operational reports to evaluate and improve warehouse performance**
- **Foster communication and teamwork among staff to ensure accomplishment of operational goals**
- **Develop and execute daily and weekly action plans to meet warehouse goals**
- **Understand and use Fulfillment/Distribution technology (WMS hardware and software components) and maintain control of warehouse functions, policies, and procedures**
- **Outstanding organizational and time management skills**
- **Understand and ensure team's compliance with all warehouse safety policies and procedures**

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Qualifications & Experience

- **Bachelor's degree (business or related field preferred)**
- **Experience in warehouse management and/or logistics (preferred)**
- **Strong aptitude for Information Technology**
- **Ability to process and assimilate operational and financial reporting**
- **Eagerness and ability to learn and absorb new information quickly**
- **Initiative to work with minimal instruction and direction**
- **Strong communication skills (both verbal and written)**
- **Positive team leadership skills (ability to direct, coach, support, and delegate)**
- **Demonstrated analytical and problem-solving ability**

Interested parties should forward resumes to robert.ruiz@ebsmithco.com (candidates only, no recruiters please)