



Position – Operations Manager

Job Description

We are seeking an experienced Operations Manager to oversee and optimize the day-to-day operations within our sign industry business. The ideal candidate will be a hands-on leader with a proven track record in managing operations, ensuring efficiency, delivering high quality products, services, maintaining job and operational budgets. Preference will be given to a candidate with sign and print manufacturing experience.

Responsibilities

- To lead, mentor, train, motivate a team of employees throughout the operation in various roles.
- Set clear performance expectations and provide guidance for continuous improvement.

Management

- Oversee all aspects of sign and print production, from design to fabrication to installation.
- Ensure production and installation schedules are met with quality standard embodied.
- Implement best practices to maximize efficiency, reduce waste and reinforce quality.
- Inventory management is a key component of our success, continuing inventory best practises are a must.
- Work with our procurement employee to ensure all raw materials are in stock for each project and print division.
- Coordinate sign installation projects with lead installers. including all logistics to ensure signs and print are delivered.
- Maintain installation budgets, work closely with the installation team to reinforce job readiness.
- Develop and manage operational budgets.
- Identify cost saving opportunities as they arise while maintaining AG's quality standard.

Vendor Relations

- Establish relationships with key present and new vendors.
- Evaluate vendor performance and costs by way of historical purchases.

Health and Safety

- Ensure compliance with all relevant health and safety regulations.
- Promote a culture of safety within the organization.

Qualifications

- Post secondary education in Operations management or related field.
- Proven experience in operational management with a discipline in a sign manufacturing environment
- Strong management and team management skills
- Excellent problem solving and decision-making abilities.
- Excellent knowledge of sign production management and skills
- Effective communication and interpersonal skills
- Proficiency in project management software tools, not limited to MS Office, high discipline in Excel.
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This position requires occasional travel to client locations and job sites in SWO. The candidate will report directly to the President.

Job Type

Full-time - Salary: \$82,232.00-\$89,525.00 per year

Benefits

- Dental care
- Disability insurance
- Extended health care
- Life insurance
- On-site parking
- Paid time off
- Tuition reimbursement

Experience

- Manufacturing: 10 years (required)

Language

- English (required)

Work Location: In person | Sarnia, ON