



Job Description: Operations Manager - Paper Processing and Recycling Plant

Position Overview: We are seeking a dynamic and experienced Operations Manager to lead our paper processing and recycling plant. The ideal candidate will possess a strong combination of leadership, operational expertise, and a commitment to sustainability. As an Operations Manager, you will play a pivotal role in overseeing the efficient and effective operations of the plant, with a focus on optimizing performance, fostering teamwork, and maintaining a customer-centric approach.

Key Responsibilities:

- **Performance Tracking:** Monitor and analyze key performance metrics related to production, quality, efficiency, and safety. Identify trends, areas for improvement, and develop strategies to enhance overall plant performance.
- **Evaluation and Grading:** Supervise the evaluation and grading of incoming papers material to ensure compliance with quality standards and proper recycling processes. Provide guidance to team members on classification and sorting techniques.
- **Team Support:** Provide leadership and support to plant staff, ensuring they are equipped with the necessary tools and resources to succeed. Foster a culture of teamwork, psychological safety, and continuous learning, promoting a growth mindset and servant leadership.
- **Shipping and Receiving:** Oversee shipping and receiving operations, ensuring timely and accurate processing of materials. Collaborate with logistics partners to coordinate inbound and outbound shipments.
- **Administrative Paperwork:** Ensure the completion of administrative tasks and paperwork in a timely manner, including production reports, safety documentation, and compliance records.
- **Equipment Proficiency:** Demonstrate proficiency in operating equipment such as forklifts and skid steers to facilitate material handling and contribute to operational efficiency.
- **Cross Training:** Implement cross-training initiatives for team members to enhance their skill sets and create a versatile workforce capable of managing various aspects of plant operations.

- Customer Centric Focus: Instill a customer-centric mindset within the team, emphasizing the importance of delivering quality products and services to meet customer expectations.
- Leadership Development: Identify potential leaders within the team and provide mentorship and guidance to nurture their growth within the organization.

Qualifications:

- Bachelor's degree in a related field such as Operations Management or equivalent work experience.
- Proven experience in a leadership role within a manufacturing or recycling facility.
- Proficiency in tracking and analyzing operational metrics to drive process improvements.
- Strong organizational skills with the ability to manage multiple tasks and priorities effectively.
- Excellent interpersonal and communication skills, with a focus on building positive relationships with team members and external partners.
- Proficient forklift and skid steer operator.
- Demonstrated belief in servant leadership and a growth mindset.
- Experience in creating a psychologically safe work environment.
- Customer service commitment and the ability to inspire a customer-focused culture.

Benefits: We offer a competitive compensation package, including salary, performance bonuses, healthcare benefits, and opportunities for professional development. Join a dedicated team that values innovation, teamwork, and sustainability in a dynamic and growing industry.

If you are a driven and adaptable leader who is passionate about operational excellence, fostering a positive work environment, and contributing to a more sustainable future, we encourage you to apply for this rewarding position.

Note: This job description is intended to provide a general overview of the role and responsibilities. Actual duties may vary based on the specific needs of the organization.