



Job Description

Operations Manager

Please send cover letter and resume to info@diggn.it with subject line: **Operations Manager Application**

1. Company Brief

Diggn'It is a Jeddah-based male grooming company that produces and provides products designed to care for the Arabian man. We currently operate in Saudi Arabia, and are expanding regionally and internationally. We are a growing company that values honesty, quality of work, and integrity.

2. Job Brief

We are looking for a professional Operations Manager to plan, direct and coordinate all Diggn'It's operations. You will be responsible for improving performance, productivity, efficiency and profitability through the implementation of effective methods and strategies.

3. Responsibilities

- Determine goods and services to be sold, and set prices and credit terms, based on forecasts of customer demand.
- Determine staffing requirement, and interview, hire and train new employees, or oversee those personnel process;
- Direct and coordinate activities of departments concerned with the production, pricing, sales, or distribution of products
- Direct and coordinate organizations financial and budget activities to fund operations, maximize investments and increase efficiency.
- Establish and implement departmental policies, goals, objectives, and procedures, conferring with board members, organization officials and staff members as necessary.
- Locate, select, and procure merchandise for resale, representing management in purchase negotiations;

- Manage staff, prepare work schedules and assign specific duties;
- Oversee activities directly related to making products or providing services
- Plan and direct activities such as sales promotions and coordinate with other department heads as required.
- Review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.

4. Qualifications and Requirements

- Bachelors Degree
- Ability to give full attention to what other people are saying, to use logic and reason to identify the strengths and weaknesses of alternative solutions, and to monitor/assess performance of other individuals
- At least 2 years of experience in supply chain management, logistics, operational management.
- Full competency in English and Arabic

5. Competencies (in order of importance)

- Dependability - Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Attention to Detail - Job requires being careful about detail and thorough in completing work tasks
- Leadership - Job requires a willingness to lead, take charge, and offer opinions and direction.
- Organization Skills - Job requires superior organization skills to coordinate and operation activities.
- Self-Control - Job requires maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behavior, even in very difficult situations.
- Initiative - Job requires a willingness to take on responsibilities and challenges.

6. Lines of Communication

The Operations Manager will report directly to the CEO and will supervise a team of specialists.

7. Working Conditions

This is a home-based full-time position based in Jeddah, Saudi Arabia.