



418 E Lakeside Ave Suite 08

Coeur d'Alene, ID 83814

1-208-665-1353

## Operations Manager Job Description

xCraft is the fastest growing drone manufacturer in the Northwest. Our mission is to develop powerful flying machines that change the world. A Operations Manager must be a rock star employee that is responsible for planning, managing, and implementing schedules to ensure deadlines are met, and maintains a high quality standard of product production and delivery.

### Primary Tasks:

- Manages the growth and success of the team
- Coordinates activities that affect operational decisions and business requirements
- Responsible for the production, procurement, and planning of daily operations
- Communicates with all relevant employees to ensure delivery times are met
- Plans, schedules, and reviews workload and manpower to make sure targets are being met on a cost-effective basis
- Manages the stock control, and checks that inventory records are accurate
- Ensures the production team has enough time to manufacture and deliver products based on the client's request
- Creates a detailed schedule based on strict deadlines
- Communicates any changes in the order or delivery date to relevant parties
- Monitors production standards
- Makes sure the working environment maintains access to quality equipment
- Purchases materials and services required for production
- Follows up on interruptions to the order
- Organizes, plans, and implements inventory activity
- Confirms that health and safety regulations are followed
- Provides guidance to employees

### Must possess the following skills:

- Highly Organised
- Production and Planning Skills
- Understanding of Stock Management Systems
- Ability to Manage Time and Workload Effectively
- Excellent Communication Skills, Both Written and Verbal
- Leadership Skills
- Experience in Negotiating and Working With Suppliers
- Ability to Work in a Team Environment
- Strong Problem Solving Skills
- Strong Attention to Detail
- Ability to Engage and Motivate Others
- Drive to Achieve Results

### Must be competent using the following software:

- Microsoft Office
- Google Drive
- Google Docs/Sheets/Forms
- Slack – For team communication/instant messaging

- Wunderlist – for task lists/sharing/tracking
- Asana – for setting and tracking schedules and remote team coordination

**Common Tasks:**

All xCrafters take part in common tasks. We are all expected to keep our work area and common areas clean and functional. If you notice something needs to be done, do it! ☺

- Office cleanup – sweeping, dusting, general organizing, taking out trash, vacuuming, etc.
- Kitchen patrol – washing dishes, making coffee, refrigerator cleaning, counter cleanup, etc.
- Answering phones
- Shipping/Receiving – packing, creating shipping labels, taking packages to post office, etc.
- General labor as needed
- Performs other duties as assigned.

**Acceptable Experience and Training:**

- Prior Warehouse and/or Managerial Experience Preferred;
- Two (2) years’ experience in a related field is required.

**Physical Duties & Work Environment:**

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to manipulate and make adjustments to tools used in performing the essential functions of the classification, and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and, infrequently, up to 50 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person and by telephone and to discern safety warnings such as alarms and emergency warning sounds. While performing the duties of this classification, the employee works in an indoor building and outdoor setting where the noise level in the work environment is usually moderate but during times of configuration and testing can be louder, and that includes exposure to inclement weather for outside testing.

I have read, understand, and agree to this job description.

Signed \_\_\_\_\_ Print \_\_\_\_\_

Date \_\_\_\_\_