**Head of Operations – Based in Lytham – Up to £75,000**

An excellent opportunity to become the Head of Operations for a global company that distributes to over 40 countries worldwide.

Based at our Headquarters in Lytham. You will be responsible for developing, leading and delivering the full operational strategy in line with the company plans. In addition, you will be overseeing and coordinating the planning, manufacturing and shipping of all products produced and sold by the company.

**About the role**

Main duties (but not limited to): -

- Manufacturing

* Ensuring products are produced on time and in line with agreed stock levels
* Formulating, implementing and delivering the manufacturing strategy
* Constantly seeking to improve manufacturing performance and efficiency
* Keeping within agreed budget always
* Introducing a programme of continuous improvement
* Constantly reviewing, leading and developing the manufacturing processes and their capabilities to meet current and future business requirements
* Working with the Head of Quality to maintain and improving quality standards and product specifications
* Project managing, overseeing and delivering change initiatives as required

- Planning

* Totally responsible for stock forecasting and planning in line with sales plans
* Ensuring that all planning methods are reviewed on a periodic basis to ensure stock manufactured meets the required demand
* Liaising with customer services department, sales teams and Divisional Directors to ensure that any special sales requirements are understood and that the manufacturing plans are in place to deliver
* Maintaining accurate and effective Standard Operating Procedures.
* Maintaining finished goods and raw materials at agreed levels at all times ensuring no out of stock

- Logistics

* Total responsibility for all warehouse operations
* Responsible for the management of international shipments
* Creating KPI’s to monitor daily and weekly efficiency
* Ensuring all finished goods are shipped within the agreed time limits every day, every week, every month

- Site Maintenance and Upkeep

* Fully responsible for all site maintenance at the various group locations.

- Vehicle Fleet, Maintenance and Upkeep

* Responsible for all company vehicles
* Ensuring all vehicles are kept up to date with regards to servicing
* Responsible for overseeing and approving all repairs
* Overseeing organisation and transportation of show materials to and from shows

- Health and Safety

* Responsible for all site health and safety
* Maintaining and improving health and safety standards bearing in mind that the health and safety of our employees is of paramount importance
* Ensuring all health and safety procedures are implemented effectively and maintained to the highest possible standards

**About you**

* Previous experience in a similar senior level role is essential.
* An in-depth knowledge of current manufacturing systems.
* Natural rapport builder at all level.
* Ability to introduce new management techniques.
* Confidently deal with a multitude of projects and changing priorities.
* Batch and Process Manufacturing experience.
* Experience of managing capital projects.
* Good IT skills and an in-depth knowledge of current manufacturing systems.