

Dunkley's Operations Manager

Dunkley's continues to service our wide range of customers by maintaining an organized and efficient operation seven days a week. The Operations Manager is responsible for overseeing all aspects of Dunkley's warehouse and delivery operations on a daily basis, ensuring our operation runs smoothly, all deliveries are executed correctly and issues are dealt with promptly and appropriately. The Operations Manager is responsible for managing the operations staff, addressing staff issues or concerns and allocating duties on a daily basis.

This position reports directly to Dunkley's General Manager and collaborates daily with Dunkley's sales and customer service reps to make sure all customers are serviced correctly. The Operations Manager works Monday through Friday from 8:00 am to 5:00 pm with an hour break for lunch, but must be flexible and willing to work overtime if needed.

Responsibilities (including but not limited to):

- Responsible for overseeing all aspects of Dunkley's warehouse and delivery operations
- Ensure Assistant Warehouse and Operations Managers are carrying out their respective duties daily
- Provide coverage for assistant managers when required
- Assist in managing Dunkley's drivers, ensuring all deliveries are made and customers are serviced correctly
- Primary escalation point for issues related to operations and warehouse, responsible for ensuring any issues are resolved appropriately
- Work directly with customers to help resolve any issues and provide excellent customer service
- Look to maximize efficiency of the operation when and where possible
- Communicate with Dunkley's management team and sales staff daily to ensure smooth operation of the business
- Monitor and prevent theft
- Oversee all aspects of inventory including rotation, inventory accuracy and control, and warehouse cleanliness and organization
- Coordination with production plant when and where needed
- Ensure all areas are securely locked at days end
- Meet weekly with Dunkley's General Manager, CFO and Sales Manager to discuss operation

The company offers a comprehensive benefits package. Remuneration will be commensurate with experience and qualifications. Dunkley's is an equal opportunity employer. Interested persons should fill out an application at our main office at 4 Vesey Street, Devonshire. Tel: 292-1310.

Closing Date: November 3, 2021