



F.W. WEBB COMPANY

Job Posting

Position Title: Operations Manager

Location: Hampden, ME

Reports To: General Manager

Pay Range: \$80,000 - \$95,000 per year

Responsibilities:

- Manage overall daily operations of the branch and production shop
- Maintain inventory levels to company standards
- Maintain efficient shipping and receiving processes
- Inventory reconciliation
- Ensure proper operating and maintenance standards for the fleet
- Ensure adherence to CIP procedures and processes
- Oversee branch safety initiatives
- Maintain suitable facility appearance
- A/P & A/R Reconciliation
- Manage counter and warehouse operations
- Participate in HR responsibilities of the branch
- Manage various QC programs

Qualifications:

- Good interpersonal and communication skills
- Experience leading teams or projects.
- Must be proficient at use of Excel and Word
- Comfortable working in a fast-paced environment
- Ability to multi-task, and participate in solving technically challenging situations.
- Must possess a high level of customer service