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JOB DESCRIPTION

Job Title: Operations Manager
Department: Operations
Reports To: Vice President of Operations
FLSA Status: Exempt

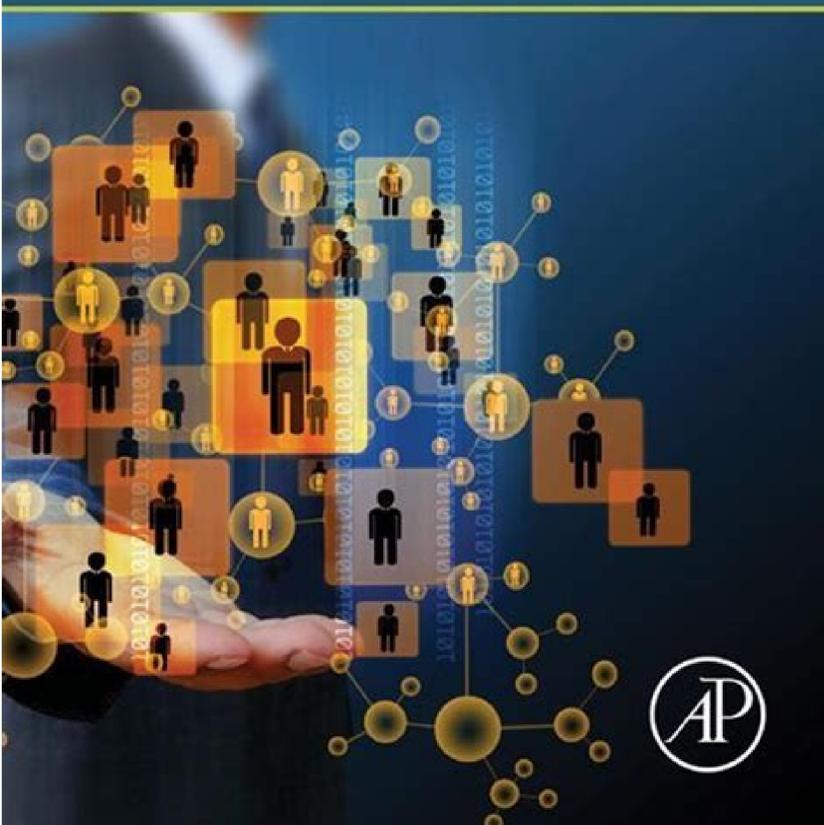
SUMMARY:
 The Operations Manager has complete responsibility for inbound/outbound Operations and Logistics for the Charlotte Distribution Center. Directs and controls all elements of the distribution process, operating within capital and operating budget parameters. The Operations Manager works with the VP of Operations to develop strategies and objectives to maximize productivity and leverage expenses for the distribution center. The Operations Manager must analyze trends, solve problems, motivate & develop associates in order to maximize contribution to the DC success.

KEY RESPONSIBILITIES

- Strive to achieve world-class customer service and operations systems
- Drive Operations strategy for the Charlotte Distribution Center.
- Plan, direct, and coordinate all distribution management, delivery, repair, and facilities' activities
- Assist in establishing and managing productivity and service methods & measures to ensure highly efficient and low cost processes are utilized
- Assist in the development and implementation of productivity standards and goals in support of the company business plan
- Review and evaluate cost effectiveness, consistency, quality, accuracy, and performance to company standards and take action as necessary to correct discrepancies
- Assure effective customer service by implementing processes to deliver accurate and complete orders of quality products on-time
- Standard Operating Procedure development, documentation, and execution
- Assure compliance of distribution center's operations with company policies as well as federal, state, and local regulations
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STRATEGIC FINANCIAL MANAGEMENT CASEBOOK

Rajesh Kumar



Project Manager – Job Description

Reports to:

Research Director/Associate Director.

Job purpose:

The day-to-day management of multiple research projects with minimal supervisory input. We are looking for someone with both quantitative and qualitative research skills. In addition, Project Managers are likely to assist Directors with sales work such as drafting proposals.

Key Accountabilities:

- To ensure that projects are resourced and implemented correctly, to the satisfaction of the client, within budget and on time.
- Responsibility for questionnaire design and implementation.
- Management of the analysis, interpretation and reporting process so that the project reflects the Client's business objectives in the presentation and reporting of findings.
- Report writing and presentation creation including client recommendations.
- Project Managers can also expect to take increasing responsibility for the presentation of results to clients, in particular ensuring that the results are communicated clearly.
- Project Managers will be asked to conduct depth interviews and moderate focus groups and be involved in the drafting of moderator briefs. Ensuring that all day-to-day (i.e. project related) client liaison runs smoothly.
- Allocation of internal or external resources to complete a project, including selection of freelancers and/or fieldwork partners where not already defined as part of the proposal.
- Negotiation of acceptable costs and contract agreements with suppliers.
- Guiding any research executives working on a project to understand exactly what is required of them and training them if necessary.
- Overall management of the research team and suppliers.
- Budget control and time spent monitoring job cost summaries regularly.

Nature and scope

RS Consulting Ltd (www.rsconsulting.com) is a full service market research agency operating across four main sectors: B2B, technology, social research and finance/ professional services. With around 45 employees and turnover of £7million, it trades under several brands including RS Consulting, Consensus Research and mruk and is based in Battersea.

Research is conducted in accordance with the MRS Code of Conduct and the Data Protection Act

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RS Consulting Ltd is truly international and over 60% of research is generated overseas. The job requires liaison with UK and overseas agencies, often involving handling languages other than English. It may also involve travel to other locations (both national and international).

REALISTIC INVESTIGATIVE SOCIAL These people are attracted to occupations that involve physical activities requiring skill, strength and coordination. E.g. forestry, farming, agriculture These people are attracted to careers that involve cognitive activities like thinking, organizing, understanding rather than affective activities like feeling, acting, interpersonal and emotional tasks. Career Management A n effort by Krishni Miglani **DEVELOPING THE RIGHT CAREER PATH | 21 CONVENTIONAL ENTERPRISING ARTISTIC** Favor careers that involve structured, rules-regulated activities, as well as careers in which it is expected that the employee subordinates his/her personal needs to organizational needs. **CAREER PLANNING CAREER PLANNING** • Can be explained from two points of view. What is Career Management ? 18. Eg: accountants, bankers. See Asana tasks, get feedback, and more right from your Adobe apps.For time management. Career Management A n effort by Krishni Miglani **CAREER MANAGEMENT|STAGES 18 Stage 5 DECLINE** • This stage talks about the times when retirement approaches and thus is a deceleration period. Career Management A n effort by Krishni Miglani **CAREER MANAGEMENT|STAGES 16 Stage 3 ESTABLISHMENT**- Sub stages Trial the initial establishment stage during which a person determines the suitability of the job/field Stabilization here firm occupational goals are set and more explicit career planning is involved to set sequence of job promotions , changes etc. •Do a Cost/Benefit analysis on your selected options/decisions. can bear high levels of responsibility without becoming paralyzed 25. Analytical Competence Interpersonal Competence Emotional Competence ability to analyze, identify, solve. A product or process that bears their name, a company of their own, personal fortune that reflects their accomplishments **AUTONOMY & INDEPENDENCE** freedom of action and independence prefer to become consultants, working individually or as part of small firms. 1. Add, assign, even comment on Asana tasks (and more) in Slack.For file sharing. Stay up to date on work in Asana without leaving Microsoft groups.For file sharing. I can interact with engineers directly and establish working relationships, and that collaboration has been extremely valuable.Kyler Rose // Marketing Services ManagerWith Asana, we save an estimated 50 hours per week that used to be spent answering email and attending check-in meetings.Jamie Chappell // Creative DirectorFrom the C level down to each and every individual contributor of the company, everybody uses Asana...It's increasing our productivity.Jan Hofmann // Director of Strategy at ViessmannIn government we have no shortage of challenges, but there are a lot of things we can control. • This career stage continues for about 20 yrs from mid forties. Pull data from Asana into Sheets to make custom tables, charts, and more.For coordination. **CAREER PLANNING|Process Step 3 8 DEVELOP A PLAN** •Map your possibilities and do a SWOT analysis of the various options selected. What is a Career ? Career Management A n effort by Krishni Miglani 10. •Develop some SMART goals. Growth Exploration Establishment Maturity Decline **CAREER MANAGEMENT|STAGES 12 Career Management A n effort by Krishni Miglani 13.** People under this category opt for government jobs. Get real-time charts and other visual highlights to share status, spot potential problems, and keep work on track.I cannot stress how important it is to have all of our information in one central place. **CAREER A** career is a sequence of separate but related work activities that provide continuity, order and meaning to a person's life. 15. Track time to record billable hours and create invoices in Asana.For file sharing. 3 Career Management A n effort by Krishni Miglani 4. Eg: artists, advertising executives 22. Attach files from Dropbox to Asana tasks from the Asana task pane.For communication. Verbal activities aimed at influencing others characterize enterprising personalities. Collaborate on Asana tasks for pre-sales needs in Salesforce.For coordination. It is the process through which one fixes career goals and lays down paths to these goals. **CAREER PLANNING|Process Step 2 7 EXPLORE OPTIONS** • Promotion • Relocation • Further Education • Further Training Career Management A n effort by Krishni Miglani 8. Career Management A n effort by Krishni Miglani **CAREER MANAGEMENT|STAGES 14 Stage 2 EXPLORATION STAGE** • This is the pre-employment stage, it ends for most individuals in their mid- twenties. **MANAGERIAL COMPETENCE** Show high motivation to become managers and career experience enable them to believe they have the skills and values required. Eg: managers, lawyers, PR Attracted to careers that involve self expression, artistic creation, expression of emotions and individualistic activities. Turn action items from meetings into tasks in Asana right from Zoom.For communication. **CAREER MANAGEMENT|STAGES 13 Stage 1 CAREER GROWTH** • It starts from a person's birth to the age of 14. Add and collaborate on Asana tasks without leaving Teams.For reporting. **CAREER PLANNING|Process Step 1 6 SELF ASSESSMENT** • Interests • Skills • Values • Personal Attributes Career Management A n effort by Krishni Miglani 7. Individual Perspective Company's Point of View Helping the employees plan their careers in terms of their capacities within the context of organization's needs. **CAREER PLANNING|Process CAREER PLANNING 1.Self Assessment 3.Develop A Plan 4.** Attach files from Box to Asana tasks from the Asana task pane.For reporting. Career Management A n effort by Krishni Miglani 14. Career Management A n effort by Krishni Miglani 9. Obtaining Job Opportunities within the company. Make Gantt charts to see Asana tasks and more on timelines.ReportingKeep an eye on your team's progress and workload, like to remain and grow in their chosen career field. Create Jira issues and track work without leaving Asana.For time tracking. **CAREER MANAGEMENT** •It is the process through which employees: Self Swot Analysis. **CAREER PLANNING|Process Step 5 10 ON GOING REVIEW** • Ongoing review of your career plan is essential to track progress, make changes where necessary and help keep you focused on your desired outcomes. For the best possible experience on our website, please accept cookies. • during this period person develops a self concept and self identity by interacting with people. There are processes that we can improve upon and refine. Career Management A n effort by Krishni Miglani **JOHN HOLLAND'S MODEL| 22 Holland's Hexagonal Model CONVENTIONAL ENTERPRISING** It shows the relationship between the personality types and environments. Career Management A n effort by Krishni Miglani 11. Explore Options On-going Review 5 Career Management A n effort by Krishni Miglani 6. Allow their employees to decide their career paths. Identification of Career Goals. Career Management A n effort by Krishni Miglani **CAREER ANCHORS|TYPES 24 TECHNICAL COMPETENCE** people who have a strong technical/functional career. The employee may move vertically most of the time but also move laterally or cross functionally to move to a different type of job role. Pull data from Asana into Power BI to create custom dashboards.For scheduling. Establishing action plans for the same. Create Jira issues and track work without leaving Asana.For coordination. Eg: biologist, chemist. • It further has three sub-stages. Add your Asana tasks to your calendar to see deadlines.For time tracking. 17. For more information about the cookies we use or to find out how you can disable cookies, click here.You have disabled non-critical cookies and are browsing in private mode. Also become professors and free lance writers. Pull data from Asana into Tableau to create custom dashboards.For coordination. Attach Microsoft files to your Asana tasks from the Asana task pane.For connecting apps. Career Management A n effort by Krishni Miglani **CAREER MANAGEMENT|STAGES 17 Stage 4 MAINTENANCE** • This stage refers to the time when the place and position are created in the workplace and the efforts are directed at maintaining this place. **CAREER PLANNING|Process Step 4 9 IMPLEMENT YOUR PLAN** •Seek advice from your supervisor / manager regarding ways to implement your action plan and fill any gaps in skills and experience. Illustrated below is an example : 20. • During the beginning -tentative broad occupational choices are made. Career Management A n effort by Krishni Miglani **DEVELOPING THE RIGHT CAREER PATH | 20 HOW?** For additional details please read our privacy notice. 19. For time tracking. 16. It basically involves identification of occupational orientations. Make Gantt charts to see Asana tasks and more on timelines.For coordination. Attach files from Google Drive to Asana tasks from the task pane.For coordination. ability to influence, supervise, lead, manipulate, control. •Explore how to develop good networks inside and outside the organization. We use Asana to capture all of our documents, notes, and next steps so we keep consistency.Ashlee George // Associate Director at Impact JusticeWe wouldn't have such a great connection with different departments if it weren't for Asana. Eg: clinical psychologists, foreign services, social work 21. Implement A Plan 2. • Towards the end of the period - seemingly appropriate choice is made often marked by beginning of a new job. • People under this stage roughly ages 24 to 44. **CAREER PLANNING|Process Step 11 Overview** Career Management A n effort by Krishni Miglani 12. Turn emails into tasks in Asana right from your Outlook inbox.For communication. • It is more an age of testing capabilities and ambitions against those of the initial occupational choices. **REALISTIC INVESTIGATIVE ARTISTIC SOCIAL 23.** Career Management A n effort by Krishni Miglani **CAREER ANCHORS 23 Career Anchors** Career anchors are the pivots around which a person's career swings; a person becomes conscious of them as a result of learning through experience about his/her talents or abilities, motives and needs, attitudes and values **Technical Competence Managerial Competence Creativity Autonomy& Independence Security 24.** Career Management A n effort by Krishni Miglani **CAREER MANAGEMENT|STAGES 15 Stage 3 ESTABLISHMENT** This is the most important period when a person finds and settles in a job and engages in activities that earn him a permanent place in it. 2 Career Management A n effort by Krishni Miglani 3. Set up project budgets, track hours, and more in Asana.For communication. Tools like Asana are what allow us to do better.Mayor Jorge Elorza // City of ProvidenceNew employees can look at the Creative Requests board, and immediately understand what the entire marketing team is working on without having to ask.Kerry Hoffman // Head of Global Project Management & Ops, Marketing, ClassPassMeet our customers We use cookies to make interactions with our websites and services easy and meaningful. Career Management A n effort by Krishni Miglani **CAREER ANCHORS|TYPES 25** Driven by a need to build or create something that is entirely their own product. Turn email into tasks in Asana right from your Gmail inbox.For file sharing. • End of this stage leads to adolescence when realistic thinking about alternate occupations takes place. Career Management A n effort by Krishni Miglani **CAREER PATH| 19 Definition** It refers to a flexible line of progression through which an employee moves during their employment with an organization. Mid Career Crisis people make a major reassessment of their progress relative to original ambitions and goals. Career Management HRM 101 Krishni Miglani 2. These people are attracted to careers that involve interpersonal rather than intellectual or physical skills. 4 Career Management A n effort by Krishni Miglani 5. Connect with 1000+ apps to share data and automate routine work.For reporting. • reduces level of power and responsibility and learns to develop and act as advisors to the younger employees. **CREATIVITY SECURITY** Security of career through compliance with the organization's norms and prescriptions.



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