

**QUALITY BUS & TRUCK PARTS**  
**OPERATIONS MANAGER**

**POSITION TITLE:**           **Operations Manager**

**DEPARTMENT:**           **Operations**

**ACCOUNTABLE TO:**       **GM**

**SUMMARY STATEMENT:**

To lead, manage, and perform all tasks related to the recycling of medium duty buses and trucks, as well as to lead, motivate, and train employees performing these tasks.

**MAJOR AREAS OF ACCOUNTABILITY:**

1.     **Lead** and **direct** the operations department with integrity and confidence. This will require clear and consistent communication, a strong work ethic, problem-solving skills, organization skills, and a willingness to sacrifice for others. This will also include attending and leading weekly/monthly meetings.
2.     **Manage** all employees under the operations umbrella (Purchasing, Inventory, Warehouse, Logistics, and Shop). This will require a basic knowledge of duties being overseen and a willingness to perform those duties when required. This will also include conducting 60-day reviews, informal quarterly assessments, annual performance reviews, and dealing with any other performance issues.
3.     **Supervise** and implement processes needed for the recycling of MD vehicles while constantly finding ways to improve those processes. This will include overseeing the training and evaluation of all processes and procedures. Key processes include: purchasing, inventory management, warehouse organization, logistics, IT, and shipping/delivery.
4.     Maintain the annual budget for all related departments while **seeking to increase profits through efficiency gains, and reduction of unnecessary expenses**. This will include working closely with the Finance Manager and consistent monitoring of P&L statements.
5.     Uphold the company's **core values** while maintaining a safe, positive, and enjoyable work culture for all employees.
6.     Perform general oversight of all buildings, grounds, company vehicles, and equipment. This includes any annual/preventative maintenance and repairs.
7.     **Administer** and maintain proper business regulations and requirements such as, MN dealer requirements, OSHA standards, DOT regulations, and EPA standards.

**QUALIFICATIONS:**

- Must be 25 years of age or older with a valid driver's license.
- Previous operations management experience is required.
- General medium duty vehicle and parts knowledge is preferred.
- Must be proficient with the Microsoft suite, especially Excel spreadsheets.
- Must be self-motivated, detailed, organized, and a good communicator.

**TO APPLY:** Send resumes to [derek@qualitybt.com](mailto:derek@qualitybt.com) or mail to:  
Quality Bus & Truck Parts, Attn: Jobs, 16174 149<sup>th</sup> St. Big Lake MN 55309

\*All applications will be reviewed, but all applicants may not be interviewed. You will be notified if you are selected for an interview.