



Fleming Ltd.
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The Fleming group of companies based in St. Johnston, Co. Donegal consist of Fleming Steel, Fleming Doors, Fleming Coatings and a sister company based in Omagh, Norwest Roofing Systems. The group currently employ approximately 30 people.

Fleming Steel, primarily a retail business, has been the mainstay of the business for some 30 years and has developed to be the largest Steel Stockholder of Steel and Roofing products in the Northwest of Ireland.

Fleming Doors, over 12 years, has developed the ability to design, manufacture and install custom steel roller shutter doors. This subsidiary business has developed primarily through local knowledge and currently produces around five hundred doors annually. Custom manufactured doors have been designed, manufacture and installed for commercial, agricultural, industrial and private premises. Recent activity has seen the company develop into new markets by providing a wider range of products through Research and Development and enhanced partnerships with international suppliers.

Fleming Coatings is the most recent addition to the group and has developed the ability to provide a surface finish service for all things metal. Shot-blasting, Handblasting and chemical pre-treatment capabilities exist on site and are complemented by Wet-spray and powder coating facilities. Partnerships with local galvanising suppliers augment the service provided.

Norwest Roofing Systems Ltd was acquired in 2012 having been a supplier of Fleming Steel for 20 years. Based in Omagh the company distributes Agricultural and Industrial roofing products such as cladding, rooflight and Flashings to contractors, merchants and the agriculture markets.

Company Structure

The company has dedicated sales and operations teams for each division who are overseen by a central steering team. This control team consists of a Managing Director a Financial Controller, Sales Managers and an Operations Manager.

General Purpose

The Operations Manager is responsible for the planning, directing and coordinating the operations of the organisation. The operations manager is responsible for ensuring and improving the performance, productivity, efficiency and profitability of departmental and organizational operations through the provision of effective methods and strategies.

Main Job Tasks and Responsibilities

- Coordination and Supervision - Coordinate, manage and monitor the workings of various departments in the organization.
- Financial - Review financial statements and data. Utilize financial data to improve profitability. Prepare and control operational budgets. Control inventory. Plan effective strategies for the financial well being of the company.
- Best Practices - Improve processes and policies in support of organisational goals. Formulate and implement departmental, and organizational policies and procedures to maximize output. Monitor adherence to rules, regulations and procedures.
- Human Resources - Plan the use of human resources. Organise recruitment and placement of required staff. Establish organizational structures. Delegate tasks and accountabilities. Establish work schedules. Supervise staff. Monitor and evaluate performance.
- Production - Coordinate and monitor the work of various departments involved in production, warehousing, pricing and distribution of goods. Monitor performance and implement improvements. Ensure quality of products. Manage quality and quantity of employee productivity. Manage maintenance of equipment and machinery. Provide technical support where necessary.
- Research and Development – Assist in the development of an innovative research and development infrastructure within the business.
- Communication - Monitor, manage and improve the efficiency of support services such as IT, HR, Accounts and Finance. Facilitate coordination and communication between support functions.
- Sales, Marketing and Customer Service - Manage customer support. Plan and support sales and marketing activities.
- Strategic Input - Liaison with top management. Assist in the development of strategic plans for operational activity. Implement and manage operational plans.

Education and Experience

The formal education and experience for the operations manager job description varies according to the nature of the job responsibilities. However the following are commonly required in the operations manager role.

- College degree in business administration, commerce, management, industrial technology or industrial engineering. Certain schools offer bachelor's and master's degrees in operations management.
- Industry relevant production experience
- Knowledge and experience in organisational effectiveness and operations management
- Knowledge of business and management principles and practices
- Knowledge of financial and accounting principles and practices

- Knowledge of human resource principles and practices
- Knowledge of project management principles and practices
- Information technology skills

Key Competencies

- critical thinking and problem solving skills
- planning and organising
- decision-making
- communication skills
- persuasiveness
- influencing and leading
- delegation
- team work
- negotiation
- conflict management
- adaptability
- stress tolerance

Remuneration

Interview

Notification will be sent to you when interviews are scheduled to take place.

All applications for employment are considered strictly on the basis of merit.