

**OPERATIONS MANAGER**  
BIMINI SHIPPING, INC.  
MIAMI, FLORIDA

**Job Description:**

A growing ocean shipping company based in the Miami area is seeking an Operations Manager responsible for providing leadership and direction to administrative, warehouse, and shipping departments. This position directly supervises multiple personnel to maximize productivity across different departments. This includes employee training, planning, assigning and directing work, coordinating weekly meetings, addressing client and employee complaints, and general troubleshooting. This person carries out supervisory responsibilities in accordance with Federal and State shipping regulations and requirements.

**Responsibilities:**

- Plans, directs and coordinates the activities of the receiving, consolidation, and shipping departments to ensure customer orders are completed seamlessly.
- Utilizes proprietary shipping and receiving software to manage overall logistical operations of the company. Produces financial reports for review by senior management and ownership.
- Analyzes facility operations to ensure that the facility maintains high quality and safety standards to support the continued growth and profitability of the company.
- Works to improve employee safety, production quality, equipment reliability, and overall equipment effectiveness
- Manages both maintenance and capital projects for the company.
- Participates in strategic business development and manages high-level clientele.

**Qualifications and Experience:**

- Bachelor's degree in Business, Accounting, Management, or similar, and a minimum of 5 years of supervisory experience in an operations capacity.
- Proficient in Microsoft Office Suite and computer-based applications. Familiarity with shipping/receiving software is preferred.
- Excellent verbal/written communication skills.
- Ability to adapt to changing organizational and operational needs.
- Experience leading and following Safety/Security Policies and Procedures.
- Ability to handle multiple tasks simultaneously.
- Strong team player and leader with the ability to work across multiple functions and disciplines.
- Ability to select, coach, develop, engage, and retain a team of employees.
- Work experience in the Bahamas and/or Caribbean is considered a strong asset.

**Application Instructions:**

For further information, please visit our website: [www.biminishipping.com](http://www.biminishipping.com)

To apply, please send a cover letter and resume by email to [employment@biminishipping.com](mailto:employment@biminishipping.com) with reference to the "Operations Manager Position" in the subject heading.

No telephone calls or walk-ins from prospective applicants will be accepted.