

**Operations Manager**  
**Hancock Lumber Company**  
**Yarmouth, Maine**

**Hancock Lumber Company, a family-owned, multi-location lumber and building materials business, is currently seeking an Operations Manager for its location in Yarmouth, Maine.**

**The Yarmouth location, with approximately 30 employees, is both a busy retail pick-up and shipping location.**

**Responsibilities**

The Operations Manager is responsible for all day-to-day operations activities at the location, including management of operations staff (yard, drivers, store, shipping, receiving), merchandising, cost control, and inventory management.

Specific focus areas will include;

- Deliver superior logistics - Operations, Shipping and Customer Service - at the location with strong coordination across locations. Follow centrally managed operations procedures.
- Maintain optimal inventory levels.
- Drive pick-up sales. Provide daily oversight of sales counter.
- Responsible for the management of all in-store activities including merchandising displays, events, etc.

**Qualifications**

- Must have a minimum of 5 years of experience as a Operations Manager, preferably in a lumber and building materials business.
- Must have a proven track record in inventory management, logistics, providing exceptional customer service, and delivering results in a fast-paced, improvement-focused and changing environment.
- Must have experience managing a successful safety program.
- Must be proficient in using a computer incl. Microsoft Office Products.
- Previous training in a Process Improvement System (Lean, Six Sigma) would be desirable.

Please forward resumes to Valerie Mercer at – [vmerc@hancocklumber.com](mailto:vmerc@hancocklumber.com).