1. Established and administered annual budget with effective controls to prevent overages, minimize burn rate and support sustainability objectives.
2. Applied performance data to evaluate and improve operations, target current business conditions and forecast needs.
3. Collaborated with area managers to evaluate needs and optimize operational plans.
4. Developed and implemented daily operations plans such as delivery routes, employee assignments and promotional strategies.
5. Devised, deployed and monitored processes to boost long-term business success and increase profit levels [Number]%.
6. Set, enforced and optimized internal policies to maintain efficiency and responsiveness to demands.
7. Identified and resolved unauthorized, unsafe or ineffective practices by inspecting production areas regularly.
8. Reviewed financial reports each day and investigated variances with accounting staff to keep records accurate.
9. Evaluated suppliers by assessing quality, timeliness and compliance of deliveries to maintain tight cost controls and maximize business operational efficiency.
10. Protected company assets from loss such as theft or damage by setting and enforcing effective security policies.
11. Investigated and resolved strategic issues affecting [Type] and [Type] operations.
12. Maximized profits by reducing waste in payroll administration [Number]% weekly and increased sales [Number]% with up-selling techniques.
13. Grew company market share [Number]% in [Number] months through [Action] and [Action].
14. Evaluated upcoming program plans to forecast expected resource needs.
15. Used [Software] and [Software] to analyze production data, guaranteeing efficient production of defect-free products.
16. Mediated contracts with outside providers to bolster customer service and reduce costs.
17. Worked with vendors to make purchases and reconcile invoices.
18. Reviewed shift reports to understand current numbers and trends in areas such as [Type] and [Type].
19. Monitored employee productivity and optimized procedures to reduce costs [Number]%.
20. Implemented employee safety initiative with [Number]% injury rate for over [Number] years.