

Operations Manager

Salary Range: £52,000 to £65,000

Location: Harrietsham, Kent



Application and Interviews

All applications are to be made in writing to newjobvacancies@bedfont.com with a covering email and attached CV.

The job advert closes on **15th October 2025**, with 1st stage telephone interviews scheduled to be held during the last two weeks of October 2025 and the face-to-face interview stages to follow.

Hybrid Working Opportunity

This role is eligible for the hybrid working benefit, requiring the successful candidate to attend our Harrietsham office three days per week, with the flexibility to work from home up to two days a week once deemed competent to work independently and in line with the business needs. Applicants must be UK-based and live within a practical commutable distance of our office. Hybrid working is a benefit at Bedfont and not a contractual term.

The Story:

Established in 1976, Bedfont is an award-winning medical technology company based in Harrietsham, Kent. Its breath analysis medical devices are exported globally thanks to its network of carefully selected distributors.

The Challenge:

Healthcare is evolving and the market for breath analysis monitors is expanding. Bedfont are looking for hard-working, like-minded, and passionate individuals to join the Bedfont Family to help achieve its goal of innovating healthcare worldwide.

The Benefits:

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| • 25 days paid holiday plus bank holidays | • Social events |
| • Private medical insurance | • Well-being warriors |
| • Subsidised health checks | • Well-being garden and room |
| • Annual optical allowance | • Cycle to work scheme |
| • Pension scheme | • Employee awards |
| • Bonus scheme | • Free on-site parking |
| • Hybrid working | • Training & development opportunities |
| • Employee Assistance Programme (EAP) | • Free uniform |
| • Rewards app | • Subsidised Celler8 device |
| • Referral bonus | • Subsidised kids club |
| • Charity days | • Time in service annual leave bonus |
| • Home office setup allowance | • Enhanced Maternity and Paternity Pay |

Your Mission:

The Operations Manager is responsible for ensuring the effective day-to-day running of the company's operational departments, including production, quality control, warehouse, and supply chain. This role bridges strategic intent and tactical execution, driving performance, ensuring process alignment, and supporting the department managers/supervisors to achieve company objectives.

Roles and Responsibilities:

Operational Oversight

- Work closely with the Supply Chain Manager, Production & Quality Supervisor and Warehouse Manager to ensure seamless coordination and operational efficiency.

Bedfont® Scientific Ltd.

Station Yard, Station Road, Harrietsham, Kent, ME17 1JA, England. Tel: +44(0)1622 851122 Fax: +44(0)1622 854860 Email: ask@bedfont.com

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- Create and monitor departmental KPIs, ensuring output, cost, quality, and delivery targets are met.
- Identify and resolve bottlenecks and inefficiencies across the value chain.

Continuous Improvement

- Lead and support cross-departmental improvement projects to increase productivity, reduce waste, and optimise workflow.
- Recommend and implement process changes using lean methodologies and data-driven decision-making.
- Lead the implementation of an MRP system and drive its effective utilisation to improve operational visibility, planning accuracy, and control across the business.

People Leadership

- Support and develop department managers, fostering a collaborative, accountable, and high-performing culture, while managing Employee Relations matters fairly and in line with company policy.
- Act as a bridge between the operational teams and senior leadership, ensuring clear communication and alignment.
- Assist with resource planning and succession planning within operational teams.

Compliance & Quality Support

- Support adherence to quality standards, regulatory requirements, and health & safety legislation.
- Collaborate with the Production & Quality Supervisor to investigate issues and implement preventative measures.
- Ensure all operational practices align with internal policies and customer expectations.

Reporting & Planning

- Prepare and present operational reports, including performance, risk, and improvement updates.
- Assist with budget management, cost control initiatives, and forecasting exercises.
- Play a key role in business continuity planning and contingency management.

Qualifications:

- Degree in Operations Management, Engineering, Supply Chain, or related field.
- 5+ years' experience in a senior operations, production, or supply chain role.
- Demonstrated ability to lead cross-functional teams in a manufacturing or logistics environment.
- Solid understanding of MRP systems and operational metrics.
- Experience in driving operational improvements and managing change.

Key Skills & Competencies:

- Strong leadership and communication skills.
- Excellent organisational and planning capabilities.
- Analytical mindset with strong problem-solving ability.
- Collaborative and proactive working style.
- Comfortable working across functions and managing multiple priorities.
- Proficient in handling Employee Relations matters with fairness and consistency.

Desirable Skills:

- Lean Six Sigma or similar continuous improvement training.
- Project management qualification (e.g. Prince2, PMP).

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- Experience in a regulated industry (e.g. medical devices, pharma, aerospace).
- Experience with Lakeview software.

In addition, employees may be required to undertake other duties as may reasonably be required of them. In these circumstances training will be given where it is considered.

Bedfont[®] Scientific Ltd. does not and will not discriminate in the recruitment or managing of staff on the basis of race, colour, religion, gender, age, disability, marital status, sexual orientation and more. We are an equal opportunity employer and Bedfont[®] regards every employee as a member of the Bedfont[®] family and is committed to providing a fair, safe, diverse and welcoming atmosphere. Our application process has been designed so that everyone is able to demonstrate their skills and how they meet the criteria required for the job advertised. All successful candidates will be subject to a digital ID and DBS check. If you are interested in applying for this role, please visit <https://www.bedfont.com/careers> to apply.

Our family, innovating health, for yours.

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