

Operations Achievement Cheat Sheet

Throughput, cycle time, and error rates are on the ops board every day. Read the before-and-after off it.

NUMBERS YOU ALREADY HOLD

throughput / units per day

cycle time

on-time / SLA %

defect or error rate

cost per unit

process steps removed

headcount coordinated

BEFORE → AFTER

X Responsible for daily operations.

✓ Ran daily ops for a 40-person warehouse hitting 98% on-time dispatch.

X Managed inventory.

✓ Cut stockouts 18% and reduced excess inventory 25% by reworking the reorder model.

X Coordinated with suppliers.

✓ Renegotiated lead times with 3 suppliers, cutting order cycle time 30%.

X Improved processes.

✓ Removed 4 steps from the fulfilment flow, lifting throughput 22% with the same headcount.

X Maintained quality standards.

✓ Drove the defect rate from 3.1% to 0.9% by introducing a QC checkpoint.

HONEST ESTIMATION

22% throughput lift on the same headcount — you read units/day off the ops board before and after the change.

HOW THIS SCALES WITH SENIORITY

JUNIOR Hit 98% on-time dispatch; logged and fixed the top-5 recurring errors.

MID Throughput +22%; defects 3.1% → 0.9%.

SENIOR Redesigned the S&OP process across 2 sites; standardized SOPs adopted company-wide.