

# Operations Manager



emeliaosei@kcmarket.net

Phone :

Web :

## Job Summary

---

Vacancy :

Deadline : Jan 01, 1970

Published : Jun 16, 2023

Employment Status : Full Time

Experience : Over 10 Years

Salary :

Gender : Any

Career Level : Any

Qualification :

## Job Description

---

**Position Title:** Operations Manager **Report Directly To:** Managing Director **Role Purpose** • To be responsible for the overall operations and maintenance of the facilities, systems and services to ensure safe and hygienic environment. **Duties/Responsibilities** • Inspect facilities or structures to determine the need for repairs or renovations • Review utilities consumption and strive to minimize costs • Control activities like parking space allocation, waste disposal, security etc. • Handle insurance plans and service contracts • Prepare monthly, quarterly and annual report on the status of the facilities for management decision • Plan for future development in line with strategic business objectives • Manage and lead change to ensure minimum disruption to core activities • Ensure the structure meet health and safety requirements and that facilities comply with legislation • Use performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement • Respond appropriately to emergencies or urgent issues as they arise and deal with the consequences. • Any other related duties that may be assigned from time to time

## Education & Experience

---

**COMPETENCIES (SKILLS/KNOWLEDGE & ABILITIES)** • A University degree in Engineering, Facility Management. Relevant professional qualification will be an advantage • Minimum of Fifteen (15) years combined experience in Engineering, Maintenance or Facilities management field. • Experience in maintenance of large enterprise such as Malls, Universities, hotels, large shopping centers etc. • Extensive experience at top-level management or similar role. **Technical Competencies** • Ability to develop and implement systems, processes and policies to monitor operational activities • Well-versed in technical/engineering operations and facilities management best practices • Proven work experience as Operations Manager or Facilities Manager • Knowledge of organizational effectiveness and operations management • Experience in budgeting and forecasting • Knowledge in Health & Safety regulations

## **Must Have**

---

• Ability to build strong working relationships with all levels of management; • Strong leadership, team development and coaching skills; • Strong analytical, critical thinking and problem-solving skills; • Good interpersonal & negotiation skills

## **Educational Requirements**

---

## **Compensation & Other Benefits**

---