

Operations Manager – Job Description

The successful candidate will plan, direct and coordinate all organization's operations. He/She will be responsible for managing and continuously improving performance, productivity, efficiency and profitability through the implementation of effective methods and strategies.

Responsibilities:

- Managing day-to-day activities (Planning & Controlling)
- Managing contracts
- Managing and liaising with team members
- Overseeing inventory, distribution of equipment and facility layout
- Setting and reviewing budgets and managing cost
- Managing the movement of equipment (Schedules, Locations, etc.)
- Controlling of Transport Division
- Closing of month end, including providing of reports required for management
- Liaising with Suppliers & Customers
- Adhering to plant processes and procedures
- Maintaining operator schedule
- Daily liaising with sites
- Manage employment of operators

Minimum Requirements & Experience:

- Degree in Operations Management or related field
- At least 3 years proven work experience as operations manager
- Adequate knowledge of organisational effectiveness and operations management
- Budget development and oversight experience
- Familiarity with business and financial principles and practices
- Working knowledge of budgets, forecasting and metrics
- IT skills (databases, MS Office etc)
- Ability to effectively communicate with all levels of the organisation
- Leadership and organisational skills
- Experiencing in Warehousing environment will be an added advantage

Key Skills:

- Project Management
- Leadership
- People Management
- Attention to detail
- Self-starter
- Financial Management
- Decision Making
- Coaching
- Aligning Performance for Success
- Team Player
- Positive Attitude
- Adaptability
- Passionate about service of clients and stakeholders

Location: Randburg

Salary: R25 000 – R30 000 per month

Applications must be emailed to Kananelo. Email - info@khano.co.za with subject title: Operations Manager - Randburg

Successful Candidate must be available to start 01 June 2018.

Due Date: 16 May 2018

NB: Only shortlisted candidates will be contacted.