

POSITION DESCRIPTION

AM9028 - Contracting Manager

Our client is a community owned business that offers logistics, engineering, construction, security, labour hire and recruitment services to corporate clients within Papua New Guinea.

The company is seeking an experienced and capable professional to join the management team. This role is based in Tabubil, Western Province.

CONTRACTING MANAGER

Responsible for ensuring the day-to-day operations of the company's manpower business unit; the incumbent will oversee and drive performance to achieve continuous business growth, client base growth and process improvement to streamline processes and ensure efficiency and compliance.

Key Responsibilities:

- Develop and maintain key stakeholder and client relationships
- Provide leadership and lead the team to deliver high standards of Labor hire services
- Create, document and implement strategies for business development, hold regular engagement with clients and be able to demonstrate within a documented frame of structure, success in creating business roles for the company
- Ensure chosen candidates are suited to roles and present a line of viable options towards the client or company representatives as required
- Ensure that policies and processes are adhered to and that these are documented, reviewed timely and communicated appropriately
- Manage and lead a team to participate in business development activities to promote and grow the business through professional engagements and other marketing and sales avenues
- Lead and develop staff to ensure client services are delivered in a timely and professional manner
- Carry out audits and analysis of fixed costings and provide management with viable options for cost reductions
- Develop and implement reporting structure within the division for weekly review based on employee data base progression via profession-based grouping
- Ensure compliance to company and client safety procedures
- Ensure professional and timely approach in managing conflict or issues detrimental to the company's operations.

Expected Competencies:

- Tertiary qualification in Business, Administration, Law or related field
- Proven experience as a Contracting Manager or similar role
- Excellent verbal and written communication skills with the ability to communicate to clients
- Commercially minded self-starter with solution-based thinking
- Ability to negotiate, establish and administer contracts
- Ability to multitask, prioritize and manage time efficiently
- Accurate and precise attention to detail
- Proficient computer skills, MS Office Suite (Word, Excel, Outlook and PowerPoint).

This position is open to PNG citizens only.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the online application form and attach the following - updated CV and details of three (3) referees with current contact details.

For more information email jobs@vanguard.com.pg alternatively, call (+675) 7500 7500.

Applications close COB Friday, 17th May 2024

Only shortlisted applicants will be contacted

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to jobs@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview