

POSITION DESCRIPTION

Altitude Holdings Limited

AM9030 - Operations Manager

Altitude Holdings Limited is a nationally owned company established recently with current operations in the civil construction and expanding to venture into Commercial Agriculture and Real Estate.

Applications are invited from qualified and experienced professionals for this executive position based in Goroka and Port Moresby.

OPERATIONS MANAGER

The Operations Manager is responsible for managing, controlling and monitoring the day to day operations of the company.

Key Responsibilities:

- Develop and implement operational policies and procedures for efficient operations
- Enhance systems, processes, and best practices
- Manage day-to-day operations, overseeing the operations team and department
- Ensure organizational processes comply with legal regulations and standards
- Uphold health and safety guidelines and enforce compliance
- Monitor employee and team performance, offering coaching, training, and feedback for improvement
- Handle budgets, forecasting, and resource allocation to meet strategic goals
- Collaborate cross-departmentally to align operations with organizational objectives
- Cultivate and maintain relationships with vendors and suppliers
- Negotiate contracts for favorable pricing with suppliers and vendors
- Optimize business travel processes, secure corporate rates, automate expense reports, and ensure compliance
- Implement quality assurance measures for products/services and monitor production KPIs
- Enhance customer service quality and satisfaction
- Analyze data to identify process improvement opportunities and cost savings
- Manage supply chain processes, including inventory, production, sales, and sourcing
- Optimize workflows and processes for efficiency and cost-effectiveness
- Monitor manufacturing processes to ensure high-quality products
- Oversee staffing plans, recruitment, and training
- Report on operational efficiency and quality standards
- Foster innovation and productivity through effective communication
- Stay updated on industry trends and best practices
- Integrate new technologies and business processes as needed
- Maintain service operations to ensure sustainability
- Develop conflict-resolution programs and lead conflict-management practices
- Reports to Managing Director and Board of Directors.

Expected Competencies:

- Bachelor's degree (or equivalent) in Operations Management, Business Administration or related field
- Two (2) or more years of proven success in an operations management role
- Strong skills in budget development and oversight, and forecasting
- Proficiency in conflict management and business negotiation processes
- Familiarity with business and financial principles
- Excellent communication, leadership ability and organizational skills

- Knowledge of business productivity software and an aptitude for learning new applications
- Knowledge of organizational effectiveness and operations management
- Monitoring various Managers performance and arranging procurement.

This position is open to PNG citizens only.

APPLY NOW

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

Follow the instructions to complete the online application form and attach the following: An updated CV, including details of three (3) referees with current contact details.

For more information or to request a full Position Description email jobs@vanguard.com.pg alternatively, call (+675) 7500 7500.

Applications close COB Friday, 17th May 2024

Only shortlisted candidates 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