




|  صيانة<br>SEYANA   | Job Description | Date                                |  |
|---|-----------------|-------------------------------------|--|
|   |                 | Revision                            |  |
| <b>Job Title: Operation manager O&amp;M</b>   |                 |                                     |  |
| <b>Department :</b> Operations  |                 | <b>Reports To :</b> General Manager |  |
| <b>Job Summary:</b> Identify and report on new business opportunities to set the stage for potential future contracts. Proposal preparation and client negotiations with respect to new tenders, project upgrades and claims  |                 |                                     |  |
| <b>Primary Duties and Responsibility:</b> <ol style="list-style-type: none"> <li>1) Supervise engineering and financial assessments, proposal preparation and client negotiations with respect to new tenders, project upgrades and claims.</li> <li>2) Supervise all engineering and construction/ Maintenance activities.</li> <li>3) Manage client relationship to maximize revenue and minimize disputes, liquidated damages and complaints.</li> <li>4) Lead the effort to develop the company's operating systems and standards including implementation (ISO, QHSE, Maintenance, ERP, etc.)</li> <li>5) Identify and report on new business opportunities to set the stage for potential future contracts.</li> <li>6) Prepare annual plans and budgets including capital projects.</li> <li>7) Perform responsibilities in compliance with the company's financial, administrative and human resource parameters.</li> <li>8) Collaborate and coordinate closely with the General Manager and other senior executives of the company.</li> <li>9) Substantial exposure to oil and gas production operations including O&amp;M activities.</li> <li>10) Track record in successful project and service delivery and client relationship management.</li> <li>11) People oriented, can lead organization and business under adverse conditions.</li> <li>12) Ability to manage project managers on business and technical issues.</li> <li>13) Hands-on manager who can maintain a balance between focus on details and the longer term tasks of planning and development.</li> <li>14) Allocation of manpower/ maintenance equipment as per requirement at site.</li> <li>15) Total controlling day to day operations as per the requirement of client etc.</li> </ol> |                 |                                     |  |
| <b>Other skills and competencies:</b><br>Should be proactive in identifying the priority of job.<br>Should have controlling & commanding skills<br>Should be fluent in English.   |                 |                                     |  |
| <b>Work Experience</b><br>At least 8-10 years of experience as a Operation Manager in oil and gas maintenance sector<br>Middle East experience is an advantage.   |                 |                                     |  |



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| <b>ACADEMIC EDUCATION:</b><br>Engineering Graduated | <b>CERTIFICATIONS:</b> B- Tech  | <b>LICENSES:</b> Preferred   |
| <b>TRAININGS:</b>                                   | <b>WORK CONDITIONS:</b><br>Can work under pressure.   |  |
|   | <b>OTHER REQUIREMENTS:</b><br>AGE:<br>MINIMUM – 30 years old<br>MAXIMUM – 40 years old<br>DRIVING SKILLS: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/><br>Physically strong and healthy. | <b>COMPUTER KNOWLEDGE:</b><br>Microsoft Office, preferably<br>word and Excel spread sheets,<br>E-mails and other Window-Based<br>applications. |