



	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			
<p><b>Primary Duties and Responsibility:</b></p> <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>			
<p><b>Other skills and competencies:</b></p> <p>Should be proactive in identifying the priority of job. Should have controlling &amp; commanding skills Should be fluent in English.</p>			
<p><b>Work Experience</b></p> <p>At least 8-10 years of experience as a Operation Manager in oil and gas maintenance sector Middle East experience is an advantage.</p>			



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