



	Job Description	Date	
		Revision	
<b>Job Title: Operation Manager IS</b>			
<b>Department :</b> Industrial services		<b>Reports To :</b> General manager	
<p><b>Job Summary:</b> New technologies implemented/ introduced for improving productivity. Existing processes streamlined for improving productivity by proper manpower planning &amp; induction of highly qualified crew members. Major cost saving measures introduced. Curtail expenses in the company. Cost savings achieved as a result increase in the revenue. Quality/ environment/ safety standards introduced.</p>			
<p><b>Primary Duties and Responsibility:</b></p> <ol style="list-style-type: none"> <li>1) Coordination and Supervision - Coordinate, manage and monitor the workings of various departments in the organization.</li> <li>2) Financial - Review financial statements and data. Utilize financial data to improve profitability. Prepare and control operational budgets. Control inventory. Plan effective strategies for the financial well being of the company.</li> <li>3) Best Practices - Improve processes and policies in support of organizational goals. Formulate and implement departmental and organizational policies and procedures to maximize output. Monitor adherence to rules, regulations and procedures.</li> <li>4) Human Resources - Plan the use of human resources. Organize recruitment and placement of required staff. Establish organizational structures. Delegate tasks and accountabilities. Establish work schedules. Supervise staff. Monitor and evaluate performance.</li> <li>5) Production - Coordinate and monitor the work of various departments involved in production, warehousing, pricing and distribution of goods. Monitor performance and implement improvements. Ensure quality of products. Manage quality and quantity of employee productivity. Manage maintenance of equipment and machinery. Provide technical support where necessary.</li> <li>6) Communication - Monitor, manage and improve the efficiency of support services such as IT, HR, Accounts and Finance. Facilitate coordination and communication between support functions.</li> <li>7) Sales, Marketing and Customer Service - Manage customer support. Plan and support sales and marketing activities.</li> <li>8) Strategic Input - Liaison with top management. Assist in the development of strategic plans for operational activity. Implement and manage operational plans.</li> <li>9) Giving project-related information to the Project Director to facilitate performance review and strategic decision-making</li> <li>10) Contributions towards the development of new business. New customers added. (throughout country)</li> <li>11) Measures taken for improving the awareness levels of employees towards their safety by providing HSE training.</li> </ol>			



- 12) Managing the spare parts inventory, required for the up keeping & smooth operations of machines & equipments for heavy earth moving & construction field.
- 13) Liaising with Sr. & Junior Management Executives for planning, scheduling and executing the repairs & maintenance of the machines and equipments.
- 14) Overseeing the execution of miscellaneous activities in the shop floor workshop.
- 15) Plan priorities & organizational requirements for spares.

**Other skills and competencies:**

- 1)Critical thinking and problem solving skills
- 2)planning and organizing
- 3)decision-making
- 4)communication skills
- 5)persuasiveness
- 6)influencing and leading
- 7)delegation
- 8)team work
- 9)negotiation
- 10)conflict management
- 11)Stress tolerance

**Work Experience**

At least 8-10 years of experience as a Operation Manager in oil and gas maintenance sector  
Middle East experience is an advantage.

**ACADEMIC EDUCATION:**  
Engineering Graduated

**CERTIFICATIONS:** B- Tech

**LICENSES:** Preferred

**TRAININGS:**

**WORK CONDITIONS:**

Can work under pressure.

**OTHER REQUIREMENTS:**

AGE:  
MINIMUM – 30 years old  
MAXIMUM – 40 years old  
DRIVING SKILLS: YES  NO   
Physically strong and healthy.

**COMPUTER KNOWLEDGE:**

Microsoft Office, preferably  
word and Excel spread sheets,  
E-mails and other Window-Based  
applications.