



## POSITION DESCRIPTION

Position Title: Operations Manager

Reports to: Managing Director

Location: 1 Station St Street  
Cobden, VIC 3266

Status: Permanent, Full time

Remuneration: (to be discussed)

- Base salary of \$90,000 per annum plus
- Superannuation (10%)
- Company Motor Vehicle
- Mobile Phone & Laptop

Hours: 45 Hours per week

Annual: Four weeks annual leave per annum

### General Statement of duties

Skills and experience in

- Experience in civil construction and concreting.
- Computer (All Microsoft suite including MS Project).
- Teamwork and liaison with clients, contractors and employees.
- Outstanding Communication and interpersonal skills.
- An understanding of quality and safety in construction industry
- Organisational and time management skills
- Energy and passion for developing people and culture to improve productivity.
- Confident decision maker
- Proven record of completing projects under budget.
- Good understanding of business processes and functions. ie Finance, HR.

## **Duties and responsibilities**

- Day to Day management of the construction staff & resources
- Coordination of organisation wide and site based operational matters
- Manage projects with our engineers, project managers and leading hands
- Prioritise competing resources
- Build and manage relationships with our suppliers, contractors and customers.
- Communicate with the project leadership teams at all times
- Program works for future weeks and communicate these programs with the Management team.
- Be the central point of contact for Clients require our services
- Liaise with the Purchasing Officer, Engineers, Project Managers and Leading Hands on products/supplies required for current & future works
- Continuous improvement of operations and financial position
- Promote and ensure a healthy & safe workplace
- Set policy & procedures with the management team
- Prepare reports, work procedures, management processes and carry out company resolutions for management meetings.
- Other duties as required by Managing Director

## **Special requirements and working conditions**

- Hours of work will be based on a working week of 45 hours, Monday to Friday. However, in order to perform the job effectively, there is a requirement to work additional hours as appropriate. The remuneration specified in this agreement covers payment for the overall performance of the job and overtime is not payable but time in lieu is available.
- Probation period for the first 6 months of employment.
- The role, levels of responsibility, reporting lines and duties may be significantly varied from time to time throughout service with the Company.
- Maintain absolute confidentiality the affairs of the Company and its customers, including any customer and transaction details.
- Faithful and diligently service the Company and use best endeavours to promote the interest and welfare of the company and staff.
- Continue to build on the company culture

## **Qualifications**

Minimum:

Certificate IV Building and Construction/Construction Management