



WE'RE HIRING!

 **SVI**
Your Global Solutions Partner

OPERATIONS MANAGER

Responsibilities

- Manages the over-all operational procedures of the project from setting up to production
- Make sure the project managers have their team trained to complete the defined roles before the start of production
- Manage overall operations of the project
- Provide inspired leadership for the organization.
- Make important policy, planning, and strategy decisions.
- Develop, implement, and review operational policies and procedures.
- Coordinates with HR for the man power needs and relays adjustments in the recruitment procedures that are needed by production.
- Work closely with the operations head and team leaders to ensure we are utilizing the man power resources affectively
- Help promote a company culture that encourages top performance and high morale.
- Oversee budgeting, reporting, planning, and auditing.
- Work with senior stakeholders.
- Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations.
- Work with the board of directors to determine values and mission, and plan for short and long-term goals.
- Identify and address problems and opportunities for the company.
- Build alliances and partnerships with other organizations.
- Support worker communication with the management team.

Get in touch with SVI-HRD
via our mobile number 09190671827
Email: recruitment@svi.com.ph

For more information, visit
www.svi.com.ph



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OPERATIONS MANAGER

Skills

- Addressing operations management concerns and issues, monitoring overall customer satisfaction
- Developing and implementing operational procedures and policies
Analyzing training needs/requirements
- Excellent interpersonal communication and organizing skills to coordinate project activities
- Ability to communicate with others effectively
- Ability to conduct research for special projects, respond timely inquiries, and present written/ oral briefings
- Ability to work with details and time-sensitive issues
- Good decision-making skills and response to high-pressure situations

Qualifications

- Addressing operational concerns and issues, monitoring overall customer satisfaction
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