

## **JOB VACANCY**

We are looking for a hard-working and enthusiastic person to join our company for the following post.

### **Operation Manager**

**No. of vacancies: 1**

### **Qualification and other Requirements**

- O level/ A Level with 7 years' experience in the field

### **Main Responsibilities**

- Ensure all operations are carried on in an appropriate, cost-effective way
- Improve operational management systems, processes and best practices
- Purchase materials, plan inventory and oversee warehouse efficiency
- Help the organization's processes remain legally compliant
- Formulate strategic and operational objectives
- Examine financial data and use them to improve profitability
- Manage budgets and forecasts
- Perform quality controls and monitor production KPIs
- Train and supervise staff
- Find ways to increase quality of customer service

### **Salary and Benefits**

- Negotiable based on qualifications and experience
- Variable allowance based on level of effort
- Health Insurance
- Staff Development Trainings

Interested Candidates, please send in your CV, Educational Certificates and Experience Letters before **30<sup>th</sup> October 2023** to

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