

Job Vacancy

Operations Manager

Salary Circa - £34,275.00 - £38,000.00 – Negotiable depending on experience

Job Introduction

As a rapidly expanding successful diamond drilling, sawing and structural alterations company, we are currently looking to recruit an Operations Manager to join our team to make sure the organisation is running as well as it can with a smooth efficient service that meets the expectations and needs of our clients.

You should possess strong leadership skills, including effective time management, prioritisation and delegation. You must be able to lead, coach, inspire and support our existing team, and always seeking to improve best practice.

By managing day to day activities, you will play a vital role in our company. This is a full-time position, and may occasionally involve some weekend, early starts and evening work due to the nature of some of our projects.

Key Duties:

- Overall management of supervisors and operatives
- Surveying and the costing of works
- Resourcing and organising labour
- Overseeing the completion of employee time sheets
- Management of fleet vehicles and tracking
- Preparation of Risk and Method statements
- Management of risk
- Production of programmes, Microsoft Project or similar
- Supply chain relationships
- Communicate accurate and timely information to the team
- Give accurate project labour costs, materials, and production times
- Raising of orders for materials/plant
- Reduce project costs
- Full understanding of each project Specification
- Stock rotation
- Monitor quality on each site
- Liase with clients
- Research new best value suppliers

Key Skills

- Extensive experience in leading and managing a team
- Experience of Microsoft office, Excel, Word, Outlook, Microsoft Project or similar etc
- Health & Safety experience
- Written and verbal reporting skills
- Contractual awareness
- Full driving licence and the ability to travel around the north west
- Good communication and delegation skills
- CSCS card essential, managers card preferred
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Job Type: Full-time

Salary Circa: £34,000.00 to £38,000.00 /year - Negotiable depending on experience

20 days paid holiday

Pension

Company Vehicle

Email CV to – info@tranco.ltd.uk