

Operations Manager – Cleaning Department.

Job Description

- To achieve and maintain the highest possible level of operation excellence.
- Monitoring the day to day cleaning operations & ensuring the services delivered as per agreed contractual terms.
- Preparing annual operations budget in cooperation with the Procurement & development Managers.
- Preparing of Operations Monthly Report and submitting to the General Manager.
- Ensure implementation of company's initiatives within the agreed scheduling and budgetary guidelines.
- Maintain visibility of service performance achieved for defined customers and ensure appropriate operational resources are applied to performance analysis, reporting and improvement.
- Preparing Profit & Loss Analysis at the end of each Quarter of the Year.
- Doing Appraisals for the staff working under and suggesting recruitments/ promotions
- Support commercial and sales initiatives with operational expertise and resources, especially in the defining of service performance capability and operational cost analysis.

Skills

Minimum Requirements / Skills:

- 5-7 years of experience in related field
- Proven leadership, communication, negotiation, presentation, and organizational skills.
- Excellent knowledge in using office software and management tools
- Strong English communication skills
- Problem solving skills.

Education:

Bachelor's degree in related field from a reputable University