

Job Description	
Job Title:	Operations Manager
Team	Operations
Reporting Structure	Managing Director
Purpose of Position	We are looking to recruit an Operations Manager who will ensure that they oversee high-level HR duties, such as attracting talent and setting training standards and hiring procedures. They also analyze and improve organizational processes, and work to improve quality, productivity and efficiency.
Key Tasks	<p>Operations</p> <ul style="list-style-type: none"> • Provide inspired leadership for the organization • Make important policy, planning, and strategy decisions • Develop, implement and review operational policies and procedures • Work with senior stakeholders • Work with the Managing Director to determine values and mission to assist in planning for short and long-term goals • Identify and address problems and opportunities for the company • Build alliances and partnerships with other organizations • Maintain safe and healthy work environment by establishing, following and enforcing standards and procedures; complying with legal regulations <p>Human Resources & Legal</p> <ul style="list-style-type: none"> • Oversee all Human Resources functions • Maintaining Internal Human Resources Systems • Support employee communication with the management team • Communicate job expectations; planning, monitoring, appraising and reviewing job contributions • Help promote a company culture that encourages top performance and high moral • Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations • Understanding of Labour Laws <p>Accounting and Budget</p> <ul style="list-style-type: none"> • Oversee budgeting, reporting, planning and auditing
Skills and Experience	<ul style="list-style-type: none"> • Experience in Management, Operations and Leadership • Understanding of general finance and budgeting, including profit and loss, balance sheet and cash flow management • Ability to build consensus and relationships among managers, partners, and employees • Strong communication skills • Good motivational skills • Strong negotiation skills • Exceptional organisational and delegation skills • Awareness of internal and external customer needs

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	<ul style="list-style-type: none">• Forward planning and strategic thinking• Problem solving and decision-making• Bachelor's degree in Operations Management or Human Resources Management equivalent in work experience
Working Environment	<ul style="list-style-type: none">• Position is office based (locally) but may require client visits• Normal working hours are 8.30am - 5.30pm• Fun working environment• Team Work• Regular Team Building
Remuneration Package	<ul style="list-style-type: none">• Competitive Salary• 21 days annual holiday• Medical Insurance