



Position Description: Operations Manager

Global Technologies
Port Moresby, Papua New Guinea
3 year contract

Who we need

We need a confident, driven, organised Operations Manager for an immediate start. You will be responsible for providing support to departmental managers, managing operational functions ensuring regulatory obligations are met and that adequate processes, systems and controls are in place. We want someone who can identify enhancements and implement change where appropriate with a can-do attitude. Ideally, the successful applicant will have:

- Excellent computer skills and proficiency in Excel, Word, Outlook, and Access
- Excellent communication skills, both verbal and written
- Excellent people management skills, and be open to direction and commitment to get the job done
- Excellent interpersonal skills
- A proven ability to excel at operating in a fast pace, community environment
- An ability to be persuasive with details and facts
- Demonstrated leadership and vision in managing staff, projects and initiatives
- An ability to motivate staff
- A drivers license
- A graduate degree
- An ability to delegate responsibilities effectively.

Salary and benefits are commensurate with experience.

Nature and scope of job

The Operations Manager will oversee the overall operations of Global Technologies Ltd. to ensure the business is able to run its daily operations without any hindrance. The Operations Manager will work with all functions of the business and work closely with the General Manager in the day-to-day management of the company.

TECHNOLOGIES

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INTERNET

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Essential functions

Basic Duties

- Mail box – ensure the PO Box is cleared every Monday and Thursday
- Banking – ensure banking is done on a daily basis, organising a second run when required
- Travel – organise domestic and international travel for staff as and when required
- Rent – Ensure rent is paid on time, and coordinate unit maintenance with the landlord when required
- General office cleanliness, storage and maintenance
- Insurance – Addition / Deletion of members and renewal of policy with approval of management (April 25)
- Work permit/Visa applications, renewals and cancellations – ensure all information is accurate and processed on time
- Human resources – organise meetings and interviews / schedules and maintain database of applicants
- Attendance – ensure the 'sign in sheet' is at Reception every day and the 'late attendance sheet' is there by 8.10am and the first sheet is removed. Ensure both sheets are back at reception by 4.30pm.
- Absentees – ensure absent employees submit a leave and time off form.
- Assist management as and when required.

Individual responsibilities

- Manage functions on a day-to-day basis.
- Increase the effectiveness and efficiency of Support Services through improvements to each function (HR, IT, Finance) as well as coordination and communication between functions.
- Drive initiatives in the team and organisationally that contribute to long-term operational excellence

Company vehicle responsibilities

- Manage drivers by scheduling pick-ups and drop-offs
- Ensure log book is regularly updated
- Schedule vehicle services when required
- Organise Safety Sticker and Registration renewals
- Notify management of any repairs required and schedule repair work as required
- Ensure staff who are collected by company vehicles arrive at work on time and resolve any disputes fairly.



Office equipment responsibilities

- Genset Maintenance
 - ensure the log book is complete
 - perform fuel, oil and battery checks weekly (every Friday)
 - ensure monthly checks are performed by Cummins
- Air-Conditioners – ensure vent is cleared of dust every alternate week and organise maintenance when required
- Pest Control - schedule and oversee annually (April each year)
- Fire Extinguishers - schedule and oversee annual checks by SIKA (May each year).

More about Global

Global Technologies is a PNG-owned company with offices in Port Moresby and Lae. We are one of PNG's leading IT providers with sister company Global Internet.

Global is currently experiencing expansion, giving you this amazing opportunity to become a valued member of our team.

How to apply

Submit your resume in response to this position description with a letter of interest to the HR Manager, PO Box 77, Port Moresby 121 or email: jobs@global.com.pg