



## **OPERATIONS MANAGER** (job code: 133611)

### **3 year contract in Papua New Guinea**

This is an exciting opportunity for an Operations Manager to join our expanding company, Global Technologies, in Papua New Guinea (PNG). This three-year contract is the ideal opportunity to make your mark in a rapidly developing country.

The contract is based in Port Moresby, and comes with an attractive salary plus accommodation.

#### **Roles and responsibilities**

Reporting to the General Manager, the primary function of this role is to plan, organise, direct, control and coordinate the operational activities of our company. This includes a responsibility to carry out and supervise material management for procurement, warehousing, inventory management and distribution of all materials.

The Operations Manager is responsible for managing and training their team with a positive attitude.

#### **Operations 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

#### **Stocks & Logistics Responsibilities**

- Ensure stock is maintained and handled in a secure, orderly, effective and safe manner with a focus on continuous improvements, health and safety, and space utilisation
- Ensure inventory accuracy is maintained through scheduled stock takes
- Manage the logistics of materials movements and receipt of all materials (including the coordination and tracking of company vehicles / transport for inbound and outbound goods)

#### **TECHNOLOGIES**

**Global Technologies Ltd**  
Spring Garden Road  
PO Box 77  
Port Moresby 121  
National Capital District  
Papua New Guinea

**P** +675 321 4322  
**F** +675 321 4167  
**E** [info@global.com.pg](mailto:info@global.com.pg)

#### **INTERNET**

**Global Internet Ltd**  
Milford Haven Road  
PO Box 670  
Lae 411  
Morobe Province  
Papua New Guinea

**P** +675 472 7641  
**F** +675 472 1639  
**E** [info@global.net.pg](mailto:info@global.net.pg)



- Liaise with various transport companies, sub-contractors and customers to ensure logistical deadlines are met
- carry out stock and parts ordering
- Pick and allocate stock / parts
- Process internal sales transactions, along with quality customer service in partnership with the sales team
- Load trucks / couriers (some manual lifting required)
- Book staff travel and accommodation for projects posted around the country.
- Supervise staff and carry out day to day tasks including data entry, phone calls, dispatch, and team meetings, as necessary.

#### **Company vehicle responsibilities**

- Manage drivers by scheduling pick-ups and drop-offs in conjunction with the Help Desk team
- 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 (next one due April 2013)
- Fire Extinguishers - schedule and oversee annual checks by SIKA (next one due May 2013).

#### **Skills**

We firmly believe in knowledge sharing within our company to allow skills growth and professional development for all our employees. As such, the successful applicant will have demonstrated experience, or have the capability, to teach and develop the skills of junior staff within the team.



The successful applicant will also ideally have experience in stores/warehousing and customer service, with proficient computer and organisational skills, a can-do attitude and the ability to multi-task within a busy environment. Further attributes include:

- Good leadership and an ability to teach others
- Excellent delegation skills
- Reliable
- Strong time management and good communication skills
- Practical thinking, commonsense and attention to detail
- Ability to meet deadlines and produce accurate and quality work
- Own Car license
- Willing to learn and grow with the company

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#### **Education, License, Certification and Formal Training**

- Graduate degree or equivalent **ESSENTIAL**

#### **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 the senior management team.

To learn more about Papua New Guinea, applicants should conduct their own research. We recommend [Smart Traveller \(Australia\)](#), [Trip Advisor](#) and [PNG Tourism](#).

#### **TO APPLY:**

##### **Applicants must:**

- complete the [online questionnaire](#)
- email a current resume to [jobs@global.com.pg](mailto:jobs@global.com.pg) including a cover letter.

[Applicants can direct questions to jobs@global.com.pg](#)