



Operations Manager

We are looking for an Operations Manager to provide highly organised service delivery highlighted by exceptional customer service. This is a leadership role where you need to be a forward thinker and highly organised. You will be joining a close-knit and dedicated team and be required to program works, manage project teams and sub-contractors and deal with claims/variations on the contracts as and when required.

The broad duties of this role encompass:

- Managing staff
- Planning and establishment of works programs ensuring that timelines are met
- Managing subcontractors and suppliers
- Approval of all daily orders and subcontractor orders
- Ensuring all projects are complying with legislation and WHS requirements
- Running weekly operations meetings with your staff
- Managing Quality Control and ensure compliance on all jobs
- Liaising with clients during project duration and merge to sales initiative
- Running projects to budget
- Managing defects, liabilities and handover
- Management fleet of vehicles and equipment

We seek candidates with the following skills and experience:

- Microsoft Excel skills are necessary
- Demonstrated experience of project management within the construction, landscape or horticulture industries.
- Demonstrated experience in leading and motivating teams
- Well-developed communication skills
- Excellent time management skills and the ability to work under pressure
- Exceptional attention to detail
- Current driver's licence
- Strong technical, team leadership and business skills

A full maintained company vehicle, uniform and phone will also be provided to the successful candidate.