

## 2.3 Assistant Manager Operations

Core Job Information				
Job Title	Assistant Manager Operations			
Department	Operations			
Reports to (job title)	Manager Operations			
Grade	M-9			
Job Type	Contractual, Full-Time Employment			

## Job purpose

Ensures Compliance with the government legislation and company policies regarding waste management, social welfare and protection of the environment by using efficient waste management procedures. represents the Organization both at national and international level.

## Main Duties and Responsibilities of the Role

- To monitor the day to day running of operations within the plant.
- Responsible for the processing site i.e materials recycling facility and transfer station.
- Responsible for efficient running of shift patterns, measuring and controlling input and output and ensuring that processes are running smooth.
- To monitor the Plant performance and repair and maintenance of the equipment used.
- To regulate the attendance of the field staff and maintaining discipline.
- Handling the staff complaints and take appropriate action to resolve those complaints.
- To perform field visits to ensure that proper work is being performed by the employees and to check the cleanliness of fields.
- Any special assignments given by management from time to time.

Job Requirements (Kno	owledge, Skills & Experience)	
Qualifications	Minimum 16 (sixteen) years of education in the field of Engineering or Urban Planning or Transport or Traffic Planning or Environmental Sciences or Environmental Management or Business Administration from a university recognized by HEC	
Experience	Minimum 3 years post-qualification relevant experience in a similar role.	
Age Limit	Not more than 35 years	
Knowledge, skills & abilities	<ul> <li>Supervisory and Management Skills.</li> <li>Communication and Interpersonal skills.</li> <li>Compliance Skills.</li> <li>Familiar with a variety of field concepts, practices and procedures.</li> <li>Leadership Skills to lead and direct the work of others.</li> <li>Advance expertise of MS office especially MS excel and MS word.</li> </ul>	



•	Ability to work independently with minimal direction.
	Multitasking ability to handle different projects simultaneously.

## **Confirmation Section**

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Job profile content agreed by:

Jobholder signature	name
	Date:
Chief Executive Officer signature	name
	Date:
Comments:	
Comments.	

