



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 (Knowledge, 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 style="list-style-type: none">• Supervisory and Management Skills.• Communication and Interpersonal skills.• Compliance Skills.• Familiar with a variety of field concepts, practices and procedures.• Leadership Skills to lead and direct the work of others.• Advance expertise of MS office especially MS excel and MS word.



