

Assistant Manager Operations

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Company: EBCO (Pvt.) Ltd.

Location: Karachi

Category: other-general

Assistant Manager Operations

EBCO (Pvt.) Ltd., Pakistan We are looking for a responsible Assistant Manager Operations to assist General Manager Operations in achieving overall Departmental goals.

Assistant Manager Operations will be responsible but not limited to the following

Assist the GM Operation in organizing, planning and implementing strategies

Coordinate all operation matters under the supervision and guidance of GM Operations

Closely coordinate and follow-up with Maintenance Department in day to day matters

Monitor Operating Costs, Budgets and Resources

Ensure schedules and objectives are met

Supervise, Train and motivate Officer level staff

Communicate with clients and evaluate their needs and specifications

Manage and coordinate recoveries from clients

Create reports, analyze and interpret data

Job Specification Minimum Bachelor's Degree from a reputable institution with minimum 4 years' relevant experience. Master's Degree in Business Management will be an added advantage.

S/He must have good project management and problem solving skills; must have high level of proficiency in computer literacy with excellent interpersonal and communication skills (both verbal and written) in English and Urdu. #J-18808-Ljbfrr

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