

Operations Manager (Design/Project Management Consultancy) Opportunity in Jazan, Saudi Arabia **JOB ID: 3658**

Our Client:

Our client is a foreign subsidiary of a major American E&C firm.

Requirements:

- Western Expatriate on Bachelor status ONLY
- Bachelor Degree from Western University in Relevant field (Engineering discipline) prefer Civil
- Bachelor's Degree in Engineering
- Fifteen years minimum post-undergraduate or post-graduate professional experience
- Minimum 15 years in a managerial/supervisory position.
- Registration as a Professional Engineer (PE) or Chartered Engineer status with ICE.
- Effectively communicate in English, both in speaking and writing.
- Must be able to obtain KSA Driver's License.
- Knowledge of computers and basic software applications: MS Office is required (Word, Excel, Power Point).

Major Activities Performed:

- Works under direct supervision of Program Manager
- Frequent contacts with consultants, stakeholders, contractors and vendors of materials and services.
- Coordinates & directs activities of all personnel
- Provides day-to-day leadership of team
- Overall line management responsibility for team in Jazan
- Lead and direct managers in Jazan including providing performance evaluations of managers.
- Provide support to the program manager in working with PM support structure
- Ensure program management services in Jazan exceed client's expectations
- Ensure that employees have adequate office space and supplies and equipment.
- Liaise with client representative as necessary to ensure client satisfaction.
- Prepare/present presentations on status of program to higher level client representatives.
- Coordinate preparation of reports
- Assist with development implementation of PMIS.
- Coordinate packages to the CEO with appropriate parties.
- Provide technical analysis and review of packages for the program manager.
- Coordinate with procurement for purchases of subcontractors/suppliers.
- Assists Program Manager in order to meet goals and deadlines and work closely with other Departments to promote efficient optimization
- Assist non-technical departments (such as HR. finance) when necessary.
- Assist with budget preparation and financial program management.
- Assist with updating of policies and assuring constant application of those processes.
- Develops plans to increase program efficiency.
- Initiates and improves the policies and procedures.
- Analyze process workflow, implement changes.
- Coordinate with procurement for purchases of subcontractors/suppliers

Interested:

- Please submit your full CV to nilima.s@omni-interconsult.com and mention Job ID 3658 or
- Visit our website on www.omni-interconsult.com and make an application directly online.