

Assistant Manager Operational Excellence

Job

Position Title: Assistant Manager Operational Excellence
Reports to: GM Corporate Affairs
Department: Operations
Direct Reports:
Position Grade: III
Advertisement Date: 1st December 2024
Last Date to Apply: 17th December 2024

Purpose (Strategic KPIs)
<ul style="list-style-type: none">The overall role of Assistant Manager Operational Excellence will revolve around managing and maintaining the Company’s set standards of quality control procedures. Managing the documentation by crafting the standard templated and compiling the monthly reports relating to company systems, policies, procedures, and work instructions.

Principal Accountabilities (Duties & Responsibilities)
<ul style="list-style-type: none">To develop standard templates for official documents including reports, letters, circulars, etc;To ensure all company policies, procedures, and work instructions are documented in a clear, simple and concise manner;To develop process flow documents of the departments and Standard Operating Procedures (SOPs);Devising strategies to optimize business procedures, ensuring efficiency and smooth workflow;Conducting research and analysis to identify the strength and weaknesses of operations, finding areas needing enhancement, developing and executing improvement strategies;To ensure Quality Management System processes are “established, implemented and maintained”;Continuously develop and maintain a knowledge of cross functional and organizational changes in identifying opportunities for change and improvements in KPI’s;Developing & maintaining dashboards for the management and tracking of the tasks;Coordination of information between company and external stakeholders;Preparing and submission of monthly management reports relating to company systems and compliances;Any other task assigned by management from time to time

Knowledge, Qualification, Skills, and Experience
<ul style="list-style-type: none">Minimum 3 to 5 year of experience in a position that requires organization-wide development & implementation of Standard Operating Procedures and task management system;16 years of Education in Computer Science/IT or Business Administration with majors in IT related discipline from HEC recognized university

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