

JOB DESCRIPTION - 005

Job title: Sites Operations Manager

Department: Admin Security Receptionist Cleaning

Location: Greater Dublin

Main purpose of job:

To manage a smooth continuation of service between the client, the staff and various suppliers (or partners)

Relationships:

- a) Responsible to: Clients, directors
- b) Responsible for: Clients, staff, contractors, sites tenants and customers
- c) Liaison with: Clients, site tenants, customers, contractors, staff, directors

Main tasks of job:

- **Human Resources**

Recruitment (hiring, screening, reviews)
 Training and performance management
 Personal development and HR strategies

- **Customer care**

Ensure smooth continuation of service on clients' sites
 Implement and follow specific instructions / special requirements as per clients' requests
 Maintain high standards and reputation

- **Regulations, industry standards**

Develop and ensure smooth implementation of new regulations and standards
 Maintain health and safety standards of people under supervision

- **Administration**

Liaise with the administration department to keep files up to date
 Create and maintain company templates
 Create and implement innovative internal procedures

Skills:

- Computer literate (proficient level)
- Customer focused
- Organised and attention to details
- Creative, can think out of the box

Experience:

- Minimum 5 years proven experiences in any industry (security experience not compulsory)

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Job description approved by:



Date: 10/05/2010