

VACANCY FOR THE POST OF A SITE OPERATIONS MANAGER IN PENCINEMA, AGEGE, LAGOS

Job Title: Site Operations Manager

Location: Pen cinema, Agege, Lagos

Employment Type: Full-Time

Salary: Flexible

WORK HOURS: 8:00 AM – 5:00 PM

Our Profile:

We are a leading real estate firm dedicated to simplifying your property journey. With expertise in property sales, rentals, and management, we are committed to connecting clients with the best real estate opportunities. Our Offerings: Sales & Acquisitions, Property Rentals, Management Services and Consultation.

To meet the growing demands of our expanding client base, we are seeking a proficient Site Operations Manager to join our dynamic team at our Head Office in Lagos.

Job Description:

We are seeking an experienced and proactive **Site Operations Manager** to oversee and manage all on-site operations, ensuring projects are completed efficiently, on time, and within budget. The ideal candidate will coordinate teams, enforce safety regulations, and maintain high standards of quality and performance.

Job Responsibilities:

1. **Operational Oversight:** Supervise daily activities to ensure they align with project timelines and quality standards. Coordinate with different teams to ensure smooth workflow and address any issues promptly.
2. **Quality Control:** Monitor the quality of work performed on-site to ensure it meets company standards and client expectations. Conduct regular inspections and implement corrective actions if necessary.
3. **Communication and Reporting:** Maintain clear and effective communication with stakeholders, including clients, subcontractors, Partnering companies, and upper management. Provide regular progress updates and reports.
4. **Client Relations:** Maintain positive relationships with clients and address any concerns or queries. Ensure client satisfaction by delivering high-quality results on time
5. **Collaboration with Sales:** Work closely with the sales team to align marketing efforts with sales goals. Discovery of new sites for marketing purposes.
6. **Identify Target Audience:** Understand who your ideal customers are, including their demographics, preferences, and behaviors. This helps in selecting sites that are frequented by your target audience.
7. **Order Coordination:** Communicate with the account department, Customer care department, and the partnering company to confirm the order details, including item types such as cheques, land documents, incentives, etc, and pickup time.

Requirements:

- HND/Bachelor's degree in Civil Engineering, Construction Management, or related fields.
- 5+ years of experience in site operations or project management.
- Strong leadership and team management skills.
- Excellent organizational and problem-solving abilities.
- Knowledge of construction processes, safety regulations, and quality standards.
- Proficiency in project management tools and software is an advantage.
- Strong communication and interpersonal skills.

HOW TO APPLY

- Interested candidate should send their CVs to hr@globalclique.net
- Use the job title as the subject of the mail.
- Only shortlisted candidates will be contacted.