

General Operations Officer at HCS Africa

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); The name HCS Africa is derived from carefully selected words: 'Human', referring to our people-oriented approach, 'Capital', referring to our commitment of increase in profit, and 'Synergies', referring to the collaborative nature of our organization. Therefore our service provisions and methodologies are wholly centered on adding value to your most important source of profit – Human Resource – and anything else in line with your business priorities which require the synergy of our partnering stakeholders.

Duties and Responsibilities

Assisting the Managing Director and staff with the development of long-term and annual plans, and with the evaluation and reporting of progress on strategies.

Set and achieve key performance targets for sales, delivery, cost, expenses and other measurements of operational performance.

Ensure that the organization has the required resources necessary to fulfill its mission and achieve key objectives

Provide the MD with a clear and logical understanding of business & people performance.

Ensure that annual budgets are prepared, complete risk analysis on potential investments, and advise the Directors with regard to investment risk and return

Oversee quality control throughout the company, establishing goals for each department in

partnership with the department heads

Ensure all business activities are appropriately managed whilst maintaining key objectives and focus and mitigating adverse outcomes

Spearheaded highly efficient systems to formulate performance measures, parameters and targets, in line with the business objectives and agreed every year on performance review, with targets set for the subsequent year.

Ensure efficient and effective processes are followed throughout the company

Spearhead the development and implementation of the annual sales and marketing strategic plan

Identify, create, and develop new market opportunities, taking the lead on constructing a robust and successful business proposal that secure new deals, contracts and long-term relationships

Timely update and present competitors' activities and provide market feed-back on new products, price changes, new launches, etc. to the top management;

Communicate operational/sales results, activities, etc. to Executive Management and provide recommendations and plans for ongoing improvement.

Ensure that appropriate and effective marketing techniques, technologies and support services are developed and integrated into marketing plans and programs.

Support and lead company products sales, growth and continuous cost & quality improvements in the business

Develop and maintain an excellent rapport with key stakeholders such as clients, suppliers, community organizations, regulatory bodies etc.

Manage, negotiate and renew any partnership agreements with external vendors and suppliers and keep the MD informed on the progress and outcome.

Ensure recruitment, onboarding, and training of high-performing employees to achieve sales, profitability, market share, and business plan objectives.

Coordinate the development of key performance goals for functions and direct reports.

Onboard and grow best talents and ensure they are well trained

Essential Skills, knowledge & Experience

Bachelor's degree in business or related field.

At least 5years of experience in a similar role (manufacturing environment)

Tenacious, forward-thinking and aggressive in identifying new business opportunities.

Confident with a high level of initiative and good interpersonal skills

Highly motivated

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