

JOB DESCRIPTIONS

BUILDING TRUST



Job Title: Operation Manager	Department: Operations
<p><i>SIKA is a multinational company, with head office in Switzerland. 24,000 employees over 300 factories worldwide. A major partner for all contractors and developers in Cambodia established in Cambodia for 18 years. SIKA manufactures and distributes a large range of construction materials: concrete admixtures, waterproofing, sealing and bonding, flooring, roofing, structural strengthening, we are the leader worldwide.</i></p>	

<p>SIKA has a strategic position to offer for a professional candidate who speaks fluent English (English & Chinese is advantage) with experience in construction / cement industry.</p>	
Location	SIKA Cambodia, based in Phnom-Penh, travel to another province might be requested if necessary.
Reporting To	Managing Director
Overall responsibilities:	<p>Manage overall operations and is responsible for the effective and successful management of labor, productivity, quality control and safety measures as established and set for the Operations Department. Ensure safe and efficient operations. Serve as a company representative on regulatory issues. Enhance the operational procedure, systems and principles in the areas of information flow and management, business and manufacturing processes, enhanced management reporting and looks for opportunities to expand systems. Carry out supervisory responsibilities in accordance with company's policies and applicable laws.</p>
Main Responsibilities:	<ol style="list-style-type: none"> 1. Contribute operations information and recommendations to strategic plans and reviews; prepare and complete action plans; implement production, productivity, quality and customer-service standards; resolve problems; complete audits; identify trends 2. Forecast requirements; prepare an annual budget; schedule expenditures; analyze variances; initiating corrective actions 3. Develop operations systems by determining product handling and storage requirements; develop, implement, enforce and evaluate policies and procedures; develop processes for receiving product, equipment utilization, inventory management and shipping 4. Analyze process workflow, employee and space requirements and equipment layout; implement changes 5. Maintain safe and healthy work environment by establishing, following and enforcing standards and procedures; complying with legal regulations 6. Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations 7. Accomplish operations and organization mission by completing related results as needed 8. Meet or exceed operations labor budget expectations 9. Responsible for factory, supply chain, warehouse manager and supervisors, with review/approval responsibility for all operations employees 10. Run a safe, injury/accident free workplace 11. Responsible for all aspects of vehicle and heavy equipment rentals 12. Establish contracts and pricing and ensuring proper maintenance and serving as primary liaison with utilities and local government agencies, such as fire, police, health and safety agencies 13. Manage relationships with key operations vendors 14. Track vendor pricing, rebates and service levels 15. Review and approve all operational invoices and ensure they are submitted for payment

SIKA (CAMBODIA) LTD.,

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	<ol style="list-style-type: none"> 16. Serve as primary point of contact when there are customer issues related to product quality, customer service, or accidents. 17. Communicate customer issues with operations team and devise ways of improving the customer experience, including resolving problems and complaints 18. Work closely with MD and management team to set and/or implement policies, procedures and systems and to follow through with implementation. 19. Communicate all operating policies and/or issues at department meetings 20. Work closely with the inventory manager and team to perform analysis of our inventory and ensure we are utilizing our inventory effectively, purchasing the right equipment, purchasing the right amount of raw materials and trading products, maintaining solid inventory data and reduce expenses 21. Communicate with legal counsel and safety department to ensure all processes remain compliant with OSHA and other governmental regulations 22. Recruit, select, train, assign, schedule, coach, counsel and discipline employees in operations 23. Communicate job expectations; planning, monitoring, appraising and reviewing job contributions.
Education Requirement	<ul style="list-style-type: none"> • Degree in any discipline, preferably Civil Engineering and Chemical
Experience Requirement	<ul style="list-style-type: none"> • Min 5 years experiences in related fields (construction site, construction products)
Minimum Requirement	<p>Leadership, Conflict Management, Business Negotiation, Organization, Decision-Making, People Management, Data Entry Skills, Data Processing Skills, Reporting Skills, Deadline-Oriented, Budget Development, Critical Thinking and Problem-Solving Skills, Planning and Organizing. Fluent Chinese, English, spoken and written; any other language knowledge is a plus.</p>
Benefit	<ul style="list-style-type: none"> • To be discussed / high package depending on experience and performance / High bonus scheme possible. • Health insurance • Transport provided for work purpose • Experience in an International company and career perspectives • Growing Network in Construction Industry • The company will offer trainings on SIKA products and business.
How to apply	<ul style="list-style-type: none"> • Please send your CV to kaing.lina@kh.sika.com (Please subject the email with the position you are applying for, Ex: Ms/Mr. xXx Xxx is Applying for XxX) • Please add 3 references of trusted persons that can recommend you. • The position is available now, please check our website before sending your CV : www.sika.com/ www.sika.com.kh