

Operation Manager

Singapore, Toa Payoh, Central Region

Full Time

Responsibilities:

- Manage the daily posting and operations for all advertising formats covering light box, digital panel and exhibition sites with achieving high standard of safety and quality.
- Manage all maintenance and cleaning works with ensuring all related resources, equipment, tools and materials are well prepared to keep all advertising formats in a clean, tidy, safe and healthy condition.
- Ensure all our staff and contractors to strictly follow the safety and security plan, method statements and procedures during daily operations.
- Proactively support departmental daily activities with ensuring adherence to deadlines, quality and safety standards, company policies and procedures as well as regulatory requirements.
- Collaborate with team members to complete daily tasks, encourage teamwork as well as develop best practice methodologies and approaches for enhancing advertising business operations.
- Carry out regular quality audit on different operation process, including manpower planning, internal workflow review and logistics management

Requirements

- Degree in Industrial and Systems Engineering, Operations, Engineering or other related discipline
- At least 5 years' working experience in operations industry with at least 2 year at managerial / supervisory level.
- Hands on experience in outdoor advertising industry is an advantage
- Knowledge in Operation Management and Quality Management
- Ability to work independently with minimum supervision and strong sense of responsibility
- Good leadership, Detail-minded, result-oriented and capable to solve problem
- Good command of written and communication skills in both English and Chinese (Mandarin/Cantonese)
- Work in irregular hour and holiday may be necessary
- Possess less experience will also be considered as Assistant Operation Manager