



## **TM ELECTRICAL PROJECTS AND SUPPLIERS**

### **POST: OPERATIONS ASSISTANT**

**(REF.: TMOA/07/2021)**

#### **Minimum Requirements**

- ND/B.Tech Business, Operations Management or related field

#### **Special Requirements**

- Must be a Lateral and logical thinker
- Computer proficiency
- Knowledge of organizational effectiveness and operations management
- Understanding of general finance and budgeting, including profit and loss, balance sheet, and cash-flow management.
- Excellent communication skills, Leadership ability and outstanding organisational skills
- Driver's license an added advantage

#### **Duties**

- Assist in ensuring all operations are carried on in an appropriate, cost-effective way
- Assist to improve operational management systems, processes and best practices
- Help the organization's processes remain legally compliant
- Formulate strategic and operational objectives and find ways to increase quality of customer service
- draft budgeting, reporting, planning, and auditing.
- Prepare tender documents, budgets, bills of quantities and other documentation.
- Able to work well within a team based environment.
- Supply all relevant information to the Project Manager and or the Managing Director for review at the specified intervals set and assist Project Manager and or the Managing Director with a range of other duties as may be required from time to time.

#### **Work Experience**

Minimum 2 years' experience

**Salary:** Negotiable || **Status of Position:** Contract (Post based in Durban)

**CLOSING DATE: 27/07/2021**