

	Job Description		Format No:HR_F_160 Version: 2.0 Date: 23-Jul-21
Operations Head - JD (DJD2023014)			
Roles	operations head		
Responsibilities	<p>Strategic Planning: Develop and implement operational strategies aligned with the overall business objectives. Collaborate with senior management to set company goals and objectives.</p> <p>Process Improvement: Identify and implement process improvements to enhance efficiency and effectiveness. Streamline operational workflows and procedures.</p> <p>Team Leadership: Lead and manage the operations team, providing guidance and support. Foster a positive and collaborative working environment.</p> <p>Performance Monitoring: Establish key performance indicators (KPIs) and regularly assess and report on operational performance. Implement measures to address performance gaps and optimize results.</p> <p>Budgeting and Cost Control: Develop and manage budgets for operations, ensuring efficient use of resources. Identify cost-saving opportunities without compromising quality.</p> <p>Risk Management: Identify potential risks to operations and develop strategies to mitigate them. Implement and maintain effective risk management processes.</p>		
Category			Description
Qualifications	A Bachelor's degree in Engineering (E&C, Comp Sc) or Business, Administration, or a related field.		
Experience	12-15 years of experience in related technical field with atleast 8-10 years in Project Management.		
Technical & Process Capabilities	<ul style="list-style-type: none"> • Expert-level knowledge of project management, associated methodologies, tools & techniques, change management and processes • Knowledge of resource management tools. • Proficient skills in Word, Excel, PowerPoint, and MS project. • A Project Management Professional (PMP) Certification or equivalent may be advantageous. 		
Behavioural Capabilities	<ul style="list-style-type: none"> • Strong leadership skills. • Excellent organizational and related technical skills. • Strong attention to details and technicalities. • Good written and verbal communication skills. • Good interpersonal skills. • Good Strategic Thinking: Ability to juggle multiple goals and deadlines in the context of the big picture • Good time management and multi-tasking skills. • Innovative and adaptable to business dynamics. 		
Values	Accountable & Responsible, Ethics & Integrity, Knowledge, Collaboration, Caring, Agility, Empowerment with Accountability and Sustainability		
Preferred Experience, Knowledge & Attributes	Experience in Electronics Design and manufacturing Company		
Compensation	To be filled by HR		