



Umnotho Business Development Agency is seeking to hire an Operations Manager to join our leadership team. The Incumbent will be in charge of providing inspired leadership for UBDA operations, which involves making important policy and strategic decisions, as well as the development and implementation of operational policies and procedures.

Operations Manager Responsibilities:

- Provide inspired leadership for the organization.
- Make important policy, planning, and strategy decisions.
- Develop, implement and review operational policies and procedures.
- Assist HR with recruiting when necessary.
- Develop Business Plans and Business Proposals
- Help promote a company culture that encourages top performance and high morale.
- Oversee budgeting, reporting, planning, and auditing.
- Work with senior stakeholders.
- Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations.
- Work with the board of directors to determine values and mission, and plan for short and long-term goals.
- Identify and address problems and opportunities for the company.
- Build alliances and partnerships with other organizations.
- Support worker communication with the management team.

Operations Manager Requirements:

- Bachelor's degree in operations management, Business Management or related field.
- Experience in management, operations, and leadership.
- Understanding of general finance and budgeting, including profit and loss, balance sheet and cash-flow management.
- Ability to build consensus and relationships among managers, partners, and employees.
- Excellent communication skills.
- Solid understanding of financial management.

Kindly forward the Curriculum Vitae to info@ubda.co.za on or before 25 March 2020 at 16h00