



**Title:** Director of Operations

**Reports to:** General Director

### **Summary of Position:**

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This is a senior position within the company, which represents company's catering operations activities in the senior management team. The position requires the management of all catering operation units; ensure the business is operating efficiently and effectively from production and service point.

### **Duties & Responsibilities:**

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- Oversee the organization and management of company's existing and future catering operations sites (onshore/offshore fields) from product/service quality standpoint
- Implement and oversee the mobilization and organization of cost efficient staffing, equipment and products in all company existing and future operational sites
- Development and implement operations policies and procedures (operations manual) in alignment with company's vision (core purpose and values) and strategies
- Ensure company's HR and HSE (in accordance with ISO 22000 and ISO 9001 standards) policies and procedures are implemented in all catering operations sites
- Contribute to the development and implementation of company's strategic planning
- Assist general director in key business development (preparation of tender documents, participate in meeting with key clients, search for new business opportunities)
- Participate in weekly senior management meeting to provide weekly progress report
- Be available to fill in as needed to ensure the smooth and efficient operation of the Alp Is as directed by the general director

### **Qualifications:**

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- University graduate (Hospitality Management, Business or Administration degrees)
  - Minimum 7 years of related managerial work experience required
  - Strong management, interpersonal and leadership skills required
  - Turkmen, Russian and English languages are preferences
  - Strong computer skills required
  - Should be able to work in stressful environment
  - Should be clean, organized and responsible
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