

Position Description

Position Title: Operations Manager, Saudi Arabia
Cost Center: 601-100
Work Location: Dammam, Saudi Arabia
Position Status: Full-Time
Division: Oil and Gas
Position Reports to: General Manager, Authentix Saudi Arabia Limited

JOB SUMMARY

The position of Operations Manager works with field operators, accounting, project managers, customs agents, warehouse staff, shipping companies, and clients. Responsibilities include improving the existing procedures for outgoing and incoming resources, developing and adhering to an operations budget, reviewing all invoices before forwarding them to accounts payable, tracking staffing requirements and recommending new talent as needed. Act as the company Government Relations Officer.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

- Planning of all company operations and activities.
- Formulation of policies related to the overall operations
- Manage all Kingdom of Saudi Arabia governmental affairs for ASAL.
- Manage all Saudi Aramco workings, including staff identification, and vehicle access stickers.
- Oversee marker delivery scheduling to all Aramco Sites
- Comply with Aramco Safety and Health Policy
- Arrange Disposal of all Hazards Materials
- Manage Marker Blending subcontractors and storage
- Respond to inquiries regarding shipments from other internal departments

KNOWLEDGE, SKILLS AND ABILITIES

Key Skills:

- Effective management
- Teaming and collaboration
- Effective communication
- Service delivery
- Organization, drafting and issuing of SOP's
- Project management
- Customer relationships
- Effective organization skills and ability to prioritize workload effectively

Position Description

Education and Experience:

- Bachelor's degree from a four-year college or university or equivalent combination of related education and experience in logistics
- Five years' experience in industry
- Proficiency in the use of all Microsoft programs with a specific requirement of intermediate to advanced skills in the use of Excel, PowerPoint, and Word

Additional Factors Resulting in Added Consideration:

- Oil & Gas industry experience
- Working experience in Saudi Arabia
- Working experience with Saudi Aramco
- Fluency in Arabic and/or Hindi / Tamil is beneficial

COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians value:

- Teaming and collaboration
- Advancing science and technology - for a better world
- Dedicating ourselves to our clients' success
- Competing and winning in the marketplace