

## JOB DESCRIPTION

<b>Job Title: Operations Manager</b>	<b>Job Level: Manager</b>
<b>Report To: General Manager</b>	<b>Department:</b>
<b>Location: KMH Park 2</b>	<b>Date:</b>
<p><b>Purpose of role:</b></p> <p>Operations Manager is required to station (full time) at KMH Park 2 and will play a lead role to oversee the day-to-day operations of the Park.</p> <p>S/he will be responsible to keep the Park clean, secure and healthy and well maintained (including but not limited to infrastructure and worker accommodation) at all time.</p>	
<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• To manage and allocate the tasks and resources as needed for day-to-day operations</li> <li>• To supervise and guide the Park operations team to maintain high service level</li> <li>• To responsible in identifying the potential risks and areas for development</li> <li>• To conduct/meet tenants on a regular basis to build and maintain strong relationship and ensure they are fully aware of the procedures for any their operation and emergency matters</li> <li>• To maintain a strong working relationship with local authorities</li> <li>• To assist to develop the Park policies and procedures and ensure such P&amp;Ps are duly followed</li> </ul>	
<p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Good leadership, presentation, and communication skills</li> <li>• A strategic thinker with sound business acumen, result-oriented, self-motivated, confident, outgoing with initiative and able to work independently</li> <li>• Be creative to keep both Park and the accommodations a better place to work and live</li> <li>• Be able to assist tenants as required</li> <li>• Be able to speak and writing Mandarin is a plus</li> </ul>	
<p><b>Qualifications and Experiences:</b></p> <ul style="list-style-type: none"> <li>• B.A. degree in management or relevant field</li> <li>• Experiences in industrial park or special economic zone</li> <li>• At least 3 years' experience in managerial roles</li> </ul>	