



Job Description

Job Title	Operations Manager	Department	Operations
Job Type	Permanent	Location	Lagos
Job Objective	Working with management team to contribute to the development and implementation of organisational strategies, policies and practices to improve productivity.		
REPORTING RELATIONSHIPS			
Reports to	Head of Operations	Supervises	Operations Staff
JOB DUTIES / RESPONSIBILITIES / ACCOUNTABILITIES			
Internally relates with	All Staff, Departments, Board of Directors, Committees	Externally relates with	Security & Medical Partners
Job Specifications			
<p>Education</p> <ul style="list-style-type: none"> BSc/BA in any program under the Management & Social Science or related course from a reputable higher institution. Masters degree or MBA is an added advantage Completion of National Youth Service Corps (NYSC) program <p>Experience</p> <ul style="list-style-type: none"> Minimum of 7 years experience. Previous Managerial Operations experience are requisite <p>Knowledge</p> <ul style="list-style-type: none"> Working knowledge to conduct cost/benefit analysis Business case development Working knowledge of IT/Business infrastructure and MS Office 		<p>Attributes</p> <ul style="list-style-type: none"> Teamwork Quality Management Innovation Adaptability Strategic Thinking Self-driven Motivated Reasonable understanding of modern business requirements Think logically and clearly Meet assigned deadlines. <p>Skills</p> <ul style="list-style-type: none"> Ability to read and write effectively, including technical writing skills Excellent communication and interpersonal skills. Problem solving and analytical skills Business and technology savvy (evidence of such abilities required) Public Speaking skills 	
Duties & Responsibilities			
<ul style="list-style-type: none"> Negotiate and sign agreements with reputable security companies to join the Emro armed response team Negotiate and sign agreements with strategic locations to position armed vehicles Write or review security-related documents, such as incident reports, proposals, and tactical or strategic initiatives Train subordinate security professionals or other organization members in security rules and procedures Review financial reports to ensure efficiency and quality of security operations. Develop budgets for security operations Coordinate with security partners and ensure security related supplies and equipment are not completely exhausted at any point Coordinate security operations or activities with public law enforcement, fire and other agencies. Attend meetings, professional seminars, or conferences to keep abreast of changes in executive legislative directives or new technologies impacting security operations. Assist in emergency management and contingency planning Recommend security procedures for security call centres, domains, asset classification systems, system acquisition, system development, system maintenance, access control, program models, or reporting tools. 			



Job Description

- Prepare reports or make presentations on losses, or violations of regulations, policies and procedures.
- Monitor security policies, programs or procedures to ensure compliance with internal security policies, licensing requirements, or applicable government security requirements, policies, and directives.
- Analyze and evaluate security operations to identify risks or opportunities for improvement
- Create and implement security standards, policies, and procedures.
- Conduct, support, or assist in reviews, internal corporate evaluations, or assessments of the overall effectiveness of Emro's security processes
- Conduct physical examinations of security vehicle locations to ensure compliance with security policies and regulations.
- Communicate security status, updates, and actual or potential problems, using established protocols.
- Collect and analyze security data to determine performance of various security partners and also assess needs of the different teams
- Supervise subordinate security professionals, performing activities such as hiring, training, assigning work, evaluating performance, or disciplining.

EMAIL	careers@rescuettl.com
EMPLOYMENT TYPE	Full Time (Evening and weekend work will be required as job duties demand)
SALARY	Industry standard (based on experience)
LOCATION	Lekki
HOURS	50-60 hours per week
START DATE	Immediate
PROBATION PERIOD	6 months
APPLICATION DEADLINE	
TRAVELLING	Frequent