



VACANCY ANNOUNCEMENT

Volt Management Services Ltd is a Human Resource, Recruitment and Consultancy firm specializing in Staff Outsourcing, Sales Outsourcing, Training and Payroll Management.

Our client Tata Chemicals Magadi Limited manufactures soda ash at the Kenyan town of Magadi in Kajiado County. TCML seeks to recruit a dynamic, highly motivated and results oriented Operations Manager.

OPERATIONS MANAGER

**Broad Role**

Manage overall operations and is responsible for the effective and successful management of labor, productivity, quality control and safety measures as established and set for the Operations in Mombasa. This role is responsible for ensuring effective and efficient shipping operations, carry out supervisory responsibilities in accordance with company's policies and applicable laws and uphold Tata Code of Conduct (TCOC).

**JOB TITLE:** Operations Manager-Mombasa  
**DEPARTMENT:** Rail Operations & Logistics  
**REPORTS TO:** Senior Manager, Rail & Logistics  
**SUPERVISES:** Technical Coordinator, Shipping officer, SHE Officer, Finished Goods (FG) Stocks Controller, and dotted lines to Branch Accountant  
**LOCATION:** Mombasa

**KEY RESPONSIBILITIES:**

- **Magadi Finished Products:**
  - Take responsibility for Magadi finished products inventories at Mombasa, and ensuring maintenance of product value and integrity.
  - Take responsibility of strict adherence of legal and regulatory procedures in Export & Local Sales processes, while ensuring efficient and customer centric Sales actualization.
  
- **Internal Business Process:**
  - Foremost manage Health Safety Security and Environment (HSSE) compliance at the Tata Chemicals Magadi Limited (TCML) facility, alongside all other company policies.
  - Warehouse Management & packaging conversions of all products received at Mombasa.
  - Continuously working to strategically expand, preserve and improve the company's Standard Operating Procedures (SOPs), while withholding corporate policies and complying with business edicts and regulatory guidelines.
  - Overseeing Maintenance of facilities and equipment.
  - Overseeing overall shipping operations.



- The Operations Manager is responsible for the smooth transition of products so that it reaches its destination on time.
- Manage the resource allocation within the shed, and monitors the expenditure.
- Oversees the implementation of workflow improvements that may enhance customers' satisfaction, as well as optimize the use of the organizations resources.
- Allocate resources to ensure smooth running of Magadi shed operations.
  
- **Staff:**
  - Overall administrative responsibility of Mombasa staff, Learning and growth.
  - Maintain TCML labor policy & ensure statutory labor compliance of all 3P service providers at Magadi Mombasa facility.
  
- **Financials:**
  - Responsible for Management of Company Assets
  - Budgetary responsibilities for Mombasa Fixed Costs & Site Capex's
  - Management of day to day Site realization costs; labor, freight, Port & Customs charges & local transport
  - Responsible for contract management for all contractors at site.
  - Customer relationships to secure accounts receivable for Exports & Mombasa Local Sales.
  
- **Relationships:**
  - Work closely with other departments, Particularly Sales & Marketing and Finance.
  - Close relationship with Local & Export customers.
  - Mombasa service contractors, suppliers & vendors.
  - Build strong working network with key external Business stakeholders such as Kenya Ports Authority (KPA), Kenya Revenue Authority (KRA) & Kenya National Chamber of Commerce and Industry (KNCC & I), Ministry of Mines, Shipping Lines & Banks.

## **KNOWLEDGE/SKILLS/EXPERIENCE/SPECIAL FEATURES.**

- ✓ University Degree/Post Graduate Degree in Business or other relevant field
- ✓ Post Graduate professional qualification in Supply Chain Management/Shipping Business Management/Shipping Economics.
- ✓ Professional membership in shipping (Institute of Chartered shipbrokers) will be an added advantage
- ✓ Good working Knowledge in International Trade & application of Incoterms, Clearing & forwarding, Customs declaration, Export/Import commercial & Legal regulations and procedures, excellent customer service.
- ✓ Demonstrate a high level of independent Judgment. Tenacity and resolve to work in fast passed -time honored assignment.
- ✓ Minimum 5 years' Experience in similar roles.



- ✓ Excellent grasp of current Clearing & Forwarding (C & F) procedures and practices and ability to pick up relevant information in the industry both formally and informally.
- ✓ Strong Leadership Skills and ability to build working Teams. Ability to work well with diverse & cross functional teams

**MAIN ACTIVITIES**

Principal activities occupying large proportion of time the role are;

<b>Activity</b>	<b>Approximate % of Time Spent</b>
1. Site Operations & Management	30%
2. Sales & Customer relations	25%
3. Internal Business Process Management	15%
4. Liaison with key stakeholders	15%
5. Financial aspects	15%

**Top skills & proficiencies:**

- Leadership
- Business Negotiation
- Decision-Making
- Deadline-Oriented
- Critical Thinking and Problem Solving Skills
- Planning and Organizing
- Communication Skills

If you believe you meet the relevant criteria for the role stated above, please submit your application including copies of your academic and professional certificates, curriculum vitae and testimonials. You should also include other details such as your current position, current & expected remuneration, email address and telephone contacts of three (3) referees who are familiar with your qualifications, work experience and abilities.

Applications should be emailed to [jobs@volmse.com](mailto:jobs@volmse.com)

The title of the email should read **Application for Operations Manager Position**. All applications must be received on or before **Sunday, 19<sup>th</sup> July 2020**.

Tata Chemicals Magadi Ltd (TCML) is an Equal Opportunity Employer and committed to Gender equality and diversity. Canvassing will lead to automatic disqualification.