

ECOLOGICAL LAND MANAGEMENT LTD

JOB DESCRIPTION

Job Title: Operations Manager

Responsible to: Company Director

Salary: £33,800 – 38,800 pa depending on experience

Hours: 45 hrs / wk, Mon to Fri. Occasional unsociable hours

Holiday: 32 days per year

Main duties and responsibilities:

- Organising and managing projects on a day to day basis to ensure:
 - Correct staff, with the correct machinery and qualifications are on all the right projects at the right time
 - Cost effective project delivery, including accurate record keeping
- Managing the day-to-day operations of the company to include:
 - Compliance with all Health and Safety Legislation
 - Compliance with all Wildlife Legislation
 - Creation of Risk Assessments and Method statements
 - Effective liaison between the Project Leaders, Project Operatives, clients, other managers and Company Director
 - Ordering of goods to include– Machinery hire / materials / parts/consumables
 - Invoicing
 - Liaison with clients over start dates / site access / landowner permissions
 - Effective management of staff timesheets and payroll
 - Co-ordination of staff training
 - Certification and testing of equipment and machinery
 - Site H+S and environmental Audits
- Working in conjunction with the Company Fitter/Mechanic to ensure the management, maintenance and servicing of the fleet of company vehicles, equipment and machinery
- Establishing and maintaining the company's Environmental Management System and Client Service Policy/Procedures
- Responsibility for the upkeep of company premises
- Attending networking events for and on behalf of the company
- Delivery of the monthly team meeting / toolbox talks
- Arranging and prioritising workload independent of supervision, for yourself and other ELM staff
- Deputising for the Company Director in his absence

ELM Ltd Operations Manager

Job description March 2024

- Keeping accurate records of work activities and financial transactions
- Driving to and from various work sites
- Resolving issues on site as they occur
- Any other reasonable duty and responsibility which you may be asked to undertake as and when required by your Employer