

Operation Officer

Job Detail:

- Provide support to all business units including administrative, financial and human resource departments.
- Ensure that operational activities are executed within allotted budget and timelines.
- Perform budget allocation and expense management for all business operational activities.
- Conduct regular operational reviews and audits for preventive maintenance.
- Set operational goals to meet or exceed performance expectations.
- Provide guidance to staff in resolving operational issues and problems.
- Conduct regular meeting with staffs and discuss operational updates, ideas and issues.
- Ensure customer complaints are handled and resolved accurately and quickly.
- Develop and implement plans to improve operational effectiveness and efficiency.