



WOODRIDGE

COLLEGE AND PREPARATORY SCHOOL
more than a school...an experience

Woodridge College & Preparatory School is a multi-denominational, co-educational, Christian institution situated on a magnificent country estate.

Woodridge invites applications from suitably qualified and experienced individuals for the vacancy of:

OPERATIONS MANAGER

Minimum requirements:

- Leadership qualities.
- Strong project management background.
- Able to work under pressure.
- Strong planning and organizational skills.
- Strong computer literacy skills.
- 5 years of experience.

Preference will be given to candidates, with previous exposure within a similar environment.

Duties will include but not limited to:

- Manage relationships with key operations vendors and tracking vendor pricing, rebates and service levels.
- Communicate all operating policies and/or issues at department meetings
- Communicate job expectations; planning, monitoring, appraising and reviewing job contributions.
- Contribute operations information and recommendations to strategic plans and reviews; prepare and complete action plans.
- Analyse process workflow, employee and space requirements and equipment layout; implement changes.
- Meet or exceed operations labour budget expectations.
- Communicate with legal counsel and safety department to ensure all processes remain compliant with OSHA and other governmental regulations.

Preference will be given to candidates, with previous exposure within a similar environment.

If the position matches your skills and experience, please email a CV with two contactable references to:
rynhardt.vanderpoll@woodridge.co.za

Closing date for applications: No later than of 20th of June 2019.

Appointments are aligned with our Equity Policy.

The school reserves the right not to make an appointment.

Submission of an application does not in itself entitle the applicant to an interview.

If you have not been contacted by the 10th of July 2019 please assume that your application has been unsuccessful.