

Colchester Communications (UK) Limited is experiencing a significant demand for fibre optic engineers especially with offshore experience. With work already secured in the offshore wind-farm sector and more planned over the coming months, the company now needs to identify a suitable Operations Manager to take responsibility for the day to day running of the business.

JOB DESCRIPTION

OPERATIONS MANAGER

Location: CCL (UK) Ltd Head Office, Colchester, Essex

Reports To: CCL (UK) Ltd Managing Director

Summary:

Reporting to the Managing Director, this position has primary responsibility for developing and maintaining fundamental operating systems and procedures, including overall management of office and work schedules, training programmes, control (through the Office Manager (OM)) of the Integrated Management System (IMS), provide administrative and communications support to Head Office staff including supervision of the OM.

Key Responsibilities:

- Plan, develop and implement strategy for operational management and development of field based fibre optic (and possibly other) engineers so as to meet contractual requirements and performance plans within agreed budgets and timescales.
- Act as focal point for all Health & Safety procedures and processes.
- Establish and maintain appropriate systems for measuring necessary aspects of operational management and development including conducting site surveys.
- Plan and manage the logistics necessary to mount and conduct CCL (UK) Ltd's operations.
- Plan and implement internal and external training as required.
- Monitor, measure and report on operational issues, opportunities and development plans within agreed formats and timescales.
- Build and maintain relationships with existing and potential customers.
- Assist the Managing Director with business development strategies.
- Manage and develop Head Office staff including IT systems.
- Manage and control procurement and expenditure within in agreed budgets.
- Liaise with other CCL (UK) Ltd staff (including field based) to communicate all current and ongoing developments, activities and achievements.
- Advise the OM on recruitment needs and strategies.
- Any other duties as required by the Managing Director.

Key Skills and Experience:

The ideal incumbent will be an adaptable self-starter and team player with good attention to detail and the ability to switch from office to field environments with ease and preferably live within easy commuting distance of Colchester.

Essential:

- Proven management experience (5+ years).
- Proven operational offshore/onshore fibre optic engineering skills.
- Business development/sales experience.
- Physically fit (with offshore medical certificate highly desirable).

Desirable:

- Operational Skills Certificates (First Aid, Basic Sea Survival, Climbing etc)
- Good MS Office skills.
- Well developed customer facing skills.
- Good knowledge of health and safety and quality management legislation and procedures.

Please forward a CV and contact details to Angela Harrington via email: ang@colcomms.com or by post to: CCL (UK) Ltd, 12 Edward Park, Grange Way, Whitehall Industrial Estate, Colchester, Essex, CO2 8FZ. Tel: 01206 877 400.