



## VACANCY

### OPERATIONS MANAGER

**Location: Swakopmund**

#### **Company Overview:**

We are a leading aluminium manufacturing company specializing in the production of high-quality doors and windows for residential, commercial, and industrial applications. With a strong commitment to precision, performance, and customer satisfaction, we are seeking a results-driven **Operations Manager** to lead our manufacturing operations and ensure excellence across the production cycle.

#### **Role Purpose:**

The Operations Manager will be responsible for overseeing the day-to-day operations of our aluminium doors and windows manufacturing facility. This role requires strong leadership, strategic planning, and technical expertise to manage production efficiency, quality control, supply chain coordination, and team performance.

#### **Key Responsibilities:**

1. **Production Management**
  - Direct and supervise daily manufacturing operations to meet output and delivery targets.
  - Manage production scheduling, resource allocation, and workflow optimization.
2. **Process Improvement**
  - Drive continuous improvement initiatives using Lean and Six Sigma methodologies.
  - Identify opportunities to enhance productivity and reduce waste.
3. **Quality Control**
  - Ensure compliance with product quality standards including finish, fit, and durability.
  - Work with QA/QC teams to resolve non-conformities and maintain quality assurance.
4. **Inventory & Supply Chain Management**
  - Oversee procurement and inventory of aluminium profiles, glass, hardware, and consumables.
  - Collaborate with suppliers and logistics for timely material availability.
5. **Workforce Management**
  - Lead and develop a team of supervisors, technicians, and production staff.
  - Implement shift schedules, ensure training, and enforce compliance with labor laws.
6. **Maintenance Oversight**
  - Ensure regular servicing and calibration of production equipment (cutting, punching, crimping tools, etc.).
  - Minimize downtime through preventive maintenance programs.
7. **Health & Safety Compliance**
  - Enforce company and legal health and safety standards.
  - Conduct regular safety audits, training, and risk assessments.
8. **Project Coordination**
  - Coordinate with design, sales, and installation teams to ensure customer specifications are met.
  - Support the execution of custom and large-scale manufacturing projects.
9. **Cost Control & Budgeting**

- Monitor and control operational expenses.
- Develop budgets and report on production performance metrics.

#### **10. Customer & Stakeholder Communication**

- Ensure consistent communication with clients and internal departments.
- Drive customer satisfaction through quality products and timely deliveries.
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#### **Minimum Requirements:**

- Minimum of 5 years' experience in a manufacturing environment, preferably in aluminium fabrication or construction materials.
- Proven leadership experience managing production teams and factory operations.
- Strong knowledge of lean manufacturing, quality standards, and safety regulations.
- Excellent organizational, analytical, and communication skills.
- Proficiency in ERP systems and MS Office Suite.

#### **Additional Requirements:**

- Valid driver's license.
- Namibian citizenship or permanent residency preferred.

**Applications for the position will only be accepted via the recruitment portal [www.jobopportunities.net](http://www.jobopportunities.net).**

**Your application should be accompanied by a cover letter, detailed CV, and certified copies of relevant qualifications.**

**Closing date: 19 May 2025 @ 7:00PM**