

Job Advert

Role: Operations Officer

Sector: Construction; Agribusiness

Duties:

- Procurement of goods and services
- Support in preparation of bidding documents for national and international competitive bids in consultation with engineers
- Stakeholders' engagement: maintain communication at multiple levels including banks, senior public officials and relevant stakeholders
- Basic Project Management: contract management, write reports and monitor deliverables to ensure we are on budget.
- Management of staff: Negotiate payment and create contracts for suppliers, technicians and general staff
- Production Management
- Supply Chain management: ensure the seamless flow of goods especially managing relationship with farmers, wholesalers and other actors in the chain.
- Social Media marketing: create social media contents to improve brand awareness and increase sales
- Supervision of Sales, Negotiation and managing market/distributor relationship
- Supervision of Farm and support in farm development
- Assets management: Ensure all Company's property are in right order, secured and documentations in place (not crucial)
- Lobbying (not crucial)

Person specification:

- Business related qualification
- Flexible and available for frequent trips outside Freetown
- Ability to use technology
- Sales and marketing experience
- Good knowledge of accounting
- Good interpersonal skills
- Ability to train employees on processing, food safety and quality control (added advantage)
- Organisational skills