

## Assistant Operations Manager

### **Summary**

Reporting to the Geotechnical Division Manager, the Assistant Operations Manager will work closely with management, accounting and field operations teams. They will be responsible for assisting with the overall day-to-day operations of the Geotechnical Drilling Division.

### **Key Duties and Responsibilities**

- Provide administrative support to the Operations team to ensure overall efficiency and excellence, and act as an assistant to the Manager;
- Assist with planning, scheduling, purchasing, coordination and organization of projects and crews to contribute to the success of the operation
- Preparation of various correspondence, proposals and reports, assist with the completion of invoicing, tracking of receipts, payments and expenses
- Monitor and analyze operational and financial performance of various projects and make appropriate recommendations to the management team;
- Perform operational and financial calculations and analysis in anticipation of determining revenue, cost and profitability projections;
- Assist with onboarding and training of new employees
- Monitor and maintain staff training records
- Assist with maintaining geotechnical division safety programs, documentation and training programs
- Participate in customer meetings to present and promote our products and services;
- Actively participate in new business development

### **Profile & Requirements**

- Possess a degree or diploma in a related field (Engineering, Management, Business Administration);
- 5 - 7 years of relatable experience in construction, engineering, drilling fields;
- Strong communication and interpersonal skills;
- Business acumen;
- Strong problem-solving, analytical and organizational skills;
- Adaptable and able to work in a fast-paced environment;
- Able to reprioritize and adjust workload and schedule to meet multiple demands;
- Possess strong sales and customer service skills;
- Proficient in MS Office and Outlook

### **Schedule**

- Permanent, full-time.
- At Geotechnical Division office in East Gwillimbury, Ontario
- Be willing to travel occasionally.