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## **MANAGING DIRECTOR OF OPERATIONS**

We are seeking a suitably qualified individual for the above position.

Omega Contracting Ltd is an established construction company specializing in drywall and acoustic ceilings. The successful applicant must be a hands on Manager and be able to demonstrate an in-depth knowledge of the construction industry in Bermuda. Specific expertise in drywall and acoustic ceiling projects would be a distinct advantage.

Responsibilities will include, but are not limited to the following:

- Oversee the Company's projects ensuring that consistent quality is maintained and labor resources meet scheduled deadlines. The Manager must spend time in the field, sometimes between job sites in order to ensure job efficiency.
- Oversee labor resources so projects are manned as required.
- Oversee acquisition of materials, both locally and from overseas. Maintain control over and monitor warehouse stock.
- Oversee company accounts, ensuring that payables and receivables are kept current, all due payments are made in a timely manner and cash flow is maintained to finance the company's current and future workload.
- Be able to effectively communicate verbally and in writing with Clients, Architects and other Trades to monitor project performance.
- Source and market to prospective Clients and Architects respectively in order to secure future work and continue the growth of the company.
- Be able to balance and monitor current and future workload for the company ensuring continuity.

The successful applicant must be self-motivated have a flexible approach to work and be capable of working under pressure and time constraints. Position requires Manager to be available at all times and have excellent communication (verbal and written) and management skills.

Applicant must be skilled in Microsoft word and excel. Formal training or qualifications are an asset.

Applicants should apply in writing by February 1, 2013, include a resume and two current written job references and two character references to the attention of:

**Human Resource Manager  
Omega Contracting Ltd  
PO Box HM 2757, Hamilton HM LX**