

**Group H.B. Co.** invites applications for the position of:

## **DIRECTOR OF OPERATIONS**

A Director of Operations is required to manage and maintain various large estates including property and garden design projects.

Duties and Responsibilities will include:-

- Manage all aspects of an estate management company
- Produce comprehensive design packages with presentation in digital and drawn format
- Sourcing of materials and job pricing for property and garden projects
- Generate new business
- Project Manage building, garden and hard landscaping projects
- Manage sub contractors
- Horticultural duties including advice on tree and palm care, seasonal propagation and cultivation

The applicant must possess the following experience, skills and qualifications:-

- Minimum 7 years experience in managing large property estates
- Successful history of building and garden project management including budgeting and costing
- Recognized qualification in garden design
- Recognized qualification in either horticulture or agriculture
- Proven track record of new business generation
- Excellent time management skills and ability to confer with clients
- Proven skills with Microsoft Word and garden design software

This is a demanding position in view of the new business generation in the current challenging environment and applicants must be prepared to work many weekends and public holidays when required. On call availability is necessary at certain times of the year.

Please submit detailed resume and 2 letters of reference to:-  
Group H.B. Co. PO Box HM 1973, Hamilton HM HX.

Closing Date for receipt of applications: 3rd January 2014

**No agencies please**