MONOLITH
BUILDERS

JOB SPECIFICATION

Department	Operations
Designation	Operations Manager
Reports To	Board of Directors

Job Summary

We are seeking an experienced and results-driven Operations Manager to oversee and coordinate the day-to-day operations of our company. The successful candidate will be responsible for managing construction projects, coordinating resources, supervising operational teams, monitoring project progress, and ensuring that all activities are carried out efficiently, safely, and in accordance with approved budgets, timelines, quality standards, and company policies.

The ideal candidate will have strong leadership, project coordination, and problem-solving skills, with a solid understanding of construction operations, resource management, and project execution.

Key Responsibilities

- Oversee and manage the company's day-to-day operational activities across all sites to ensure smooth and efficient operations.
- Plan, coordinate, and monitor projects to ensure timely completion within approved budgets and quality standards.
- Coordinate with engineers, site supervisors, subcontractors, suppliers, and other stakeholders to ensure effective project execution.
- Monitor project progress, identify operational challenges, and implement corrective measures to minimize delays and cost overruns.
- Manage the allocation and utilization of manpower, materials, equipment, machinery, and other project resources.
- Review project schedules, work plans, progress reports, and operational performance to ensure targets are achieved.
- Monitor project costs, budgets, procurement activities, and resource requirements in coordination with the Finance and Procurement teams.
- Ensure compliance with construction standards, workplace health and safety requirements, environmental regulations, and applicable laws and regulations in the Maldives.
- Establish and implement operational procedures, reporting systems, and performance monitoring measures to improve efficiency and productivity.
- Conduct regular site visits and operational reviews to assess project progress, work quality, resource utilization, and compliance with established standards.
- Identify operational risks and implement appropriate measures to minimize project delays, unnecessary expenditure, and disruptions.
- Support contract administration, subcontractor coordination, supplier negotiations, and project-related documentation.
- Apply and update necessary permits.
- Prepare and present regular operational reports, including project progress, budget performance, resource requirements, and operational challenges, to senior management.
- Lead, supervise, and evaluate operational personnel to promote accountability, teamwork, and high performance.
- Coordinate with management on business planning, operational improvements, project priorities, and strategic objectives.
- Perform other related duties as assigned by management.

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Qualifications & Requirements

- Bachelor's degree in a related field.
- Minimum of 2–3 years of relevant experience in construction operations, project management, or a similar managerial role.
- Proven experience managing multiple construction projects or overseeing construction operations.
- Strong understanding of construction processes, project planning, cost control, procurement, and resource management.
- Knowledge of construction contracts, subcontractor management, quality control, and occupational health and safety requirements.
- Familiarity with construction regulations, permitting processes, and industry practices in the Maldives would be an advantage.
- Proficiency in Microsoft Office and construction project management software.
- Strong leadership, organizational, communication, negotiation, and problem-solving skills.
- Ability to manage multiple priorities, work under pressure, and meet strict project deadlines.
- Fluency in Dhivehi and English is mandatory.

Key Competencies

- Strategic and operational planning
- Construction project coordination
- Budgeting and cost control
- Leadership and team management
- Risk assessment and problem-solving
- Resource allocation and productivity improvement
- Stakeholder and contractor management
- Decision-making and accountability

What We Offer

- Competitive salary proportionate with qualifications and experience.
- Opportunity to lead operations and contribute to company growth.
- Professional development and career advancement opportunities.
- A challenging and rewarding role within a growing construction business.

How to Apply

Interested candidates are invited to submit their applications via the job portal.