

Job details

Business Operations Manager

Salary

Commensurate with Experience (Senior Level Role)

Job Type

Full-time

Qualifications

- Bachelor's (Preferred)
- Operations management: 10 years (Preferred)
- Construction: 10 years (Preferred)
- Procurement (Preferred)

Location

Mexico City

Benefits

Health insurance

Full Job Description

Cobeal is an engineering, procurement, construction, installation, commissioning (EPCIC) firm with nearly 60 years experience, specializing in indoor environmental engineering, industrial manufacturing, and complex construction projects for public, private, and government clients.

We are currently seeking a **Business Operations Manager** to join our team. As the Business Operations head of COBEAL, S.A. de C.V. this role will be responsible for all construction, facilities, materials and planning functions at our Mexico City Construction

Office. The successful candidate will help direct, monitor, plan and organize all phases of operations for the construction team. This person will be responsible for target levels of construction milestones, submittals, general operations, and safety.

Essential Duties & Responsibilities:

- Lead a cross-functional construction and operations team: construction, facilities, materials and planning.
- Responsible for setting and executing the operations strategy to meet overall long and short-term company visions and objectives. This includes definition and communication of goals, key objectives, and performance metrics.
- Build and maintain relationships with all department heads, external partners, and vendors to make decisions regarding operational activity and strategic goals
- Develops and maintains detailed plans to achieve group goals, including but not limited to: construction submittals, employee safety, reliability, and operating budgets, as well as on-time delivery and customer satisfaction goals.
- Monitors and evaluates the alignment, performance and effectiveness of all construction and operations processes within and between assigned functions to ensure output meets contract specifications and quality standards and that personnel are effectively utilized.
- Takes prompt corrective action when necessary to bring construction performance in line with plans and governing standards.
- Establishes a culture of process discipline where reporting processes are documented, understood, and followed by construction personnel.
- Supports business development proposals and engineering efforts by providing technical and production resources necessary. Maintains detailed plans for government submittals.
- Monitors business line P&L, financial reports and performance metrics to ensure performance is tracking to expectations. Takes appropriate action to achieve targets as required.
- Provides direction and mentorship to immediate subordinates to ensure their targeted performance goals are consistently achieved within the established policies and programs.
- Develops and maintains an effective operations organization through the selection, training, development, compensation and motivation of all personnel assigned to the operations organization.
- Recommends and approves organizational structures and staffing requirements in support of company business objectives.

- Work closely with human resources to lead team with integrity and establish and maintain a trusting, inclusive, and productive environment
- Responsible for the storage of material to prevent loss, damage or possible deterioration.
- Ensure proper security and maintenance of the construction office and construction site.
- Ensure compliance with standards and policies for all related construction activities.
- Understand and follow applicable Company practices, policies and procedures.
- Ensure safety of the workforce by completing safety reports and actions as required.
- Work with local unions to ensure smooth community partnership.

Position Specifications:

- Bachelor's degree or equivalent education/work experience, plus 10+ years senior leadership in a construction environment
- Superior knowledge of multiple operational functions and principles, including finance, customer service, construction, and employee management
- Ability to plan, streamline and implement new structures and roles that create speed, efficiency, and support rapidly shifting business demands
- Strong working knowledge of industry regulations and legislative guidelines
- Proven ability to develop innovative solutions to business challenges
- Superior negotiation skills in both internal and external settings
- Masterful organizational, communication, and leadership skills, demonstrated by previous professional success
- Must possess strong diplomacy and problem-solving skills.
- Thorough understanding of construction and materials management and sound judgment are required.
- Must be able to work with a high degree of accuracy, under pressure and with frequent interruptions.
- Ability to adapt to change.
- Must be fluent in English (written and spoken, including translations)

Cobeal, S.A. de C.V. is proud of our reputation as an excellent employer. Our focus is to provide the highest level of support and responsiveness to both our employees and our customers in each critical sector. Cobeal offers the opportunity for career growth within

a global organization. We believe that Cobeal is unique in that every employee, regardless of his or her position, can positively affect our business.

Cobeal is an "Equal Opportunity Employer"