

Job Posting: Projects Manager

Who we are?

OperFin is a leading, online transaction management platform for real estate, closing and mortgage. We are leading the digitalization efforts in Namibia: a one-stop shop for surveying, document hosting and processing.

OperFin's tech-enabled and operations-driven platform efficiently connects home buyers to mortgage providers across the country. Our system brings transparency, flexibility, reliability and speed to the home loan process.

Next steps

1. Send a copy of your CV and a customized cover letter for the specific position you are applying for to hr@operfin.com by November 20, 2019.
2. When applying for this position, use the following subject line in your email correspondence to our team: “[Full Name] – Projects Manager”
3. Only qualified candidates who follow instructions carefully and professionally will be considered.
4. On your cover letter, please describe how your job experiences and qualifications make you the best person for the job.

Job Responsibilities:

- Work closely with the Operations Manager in driving implementation of projects in company.
- Conduct pre-contract planning, re-measuring the project, performing valuations and compiling invoices and managing subcontract payments, etc.
- Manage material planning and ordering
- Visit sites regularly around Namibia to inspect projects
- Coordinate project staff and works to be up to standard
- Prepare presentations about past, current and future projects
- Create bills of quantities for projects underway and future projects

- ⦿ Work with broader team on strategic initiatives
- ⦿ Collaborate with technical team on designs and efficiencies
- ⦿ Responsible for tracking project profits and losses
- ⦿ Track performance across the mortgage projects and escalate issues identified.
- ⦿ Communicate with clients when necessary.
- ⦿ Understand opportunities for optimization and ensure adoption and compliance.

Who are you?

You are a motivated and pro-active self-starter with high attention to detail and a can-do attitude. You enjoy working in a team in a fast-paced environment.

You meet the following requirements:

- ⦿ Minimum requirements are a BSc/ BTech together with 2 Years on-site experience with a main contractor and exposure to materials, costing and contractual exposure. Preferably Namibian citizens.
- ⦿ References must be provided
- ⦿ Master's Degree, preferred.
- ⦿ Experience in managerial position, preferred.
- ⦿ Full knowledge of All programs in MS Office / Outlook / Gmail. Technical knowledge of programs preferred.