

# POSITION AVAILABLE



## SUPPORT ROLE: OPERATIONS SUPERVISOR

### PURPOSE OF THE POSITION:

As part of the Company's contingency plan and risk assessment, the need for a support role has been identified. The Operations Supervisor will have the responsibility of supervising the drilling and remediation services of the Company in support of the Operations Manager.

The Operations Supervisor will be stationed in Pretoria, Silverton and will report to the Operational Manager and Directors of SGRS.

### JOB ACTIVITIES AND RESPONSIBILITIES:

- Operational Assistance
  - Basic project management duties: obtain scope of work from client and notify crew of relevant dates and times of projects
  - Manage the ordering and payment of materials, equipment and maintenance, be up to date with suppliers and maintenance schedules
- Administration and Financial Assistance
  - Timely and accurate invoicing done
  - Manage Company database (after completion of training)
  - Write basic GPR/Audit reports (training will be provided)
  - Understand and operate the Total Energies Purchase Order system
  - The successful candidate will have access to the Company's bank account, but approval will be done by management
- Client Relationship and Marketing Assistance
  - Provide competitive and market related quotes
  - Ensure effective communication and good relations with clients and professionally resolved any conflicts
  - The successful candidate will be introduced to clients and will be issued with a SGRS email address
- Safety, Health, Environment and Quality (SHEQ) Assistance
  - Ensure compliance with and improve current health and safety as well as standard operating procedures
  - Oversee the developing, implementing and maintaining of the SHEQ system
  - Ensure the teams comply with health and safety regulations per client specifications
  - Understand basic safety file content and process
  - Understand Comply Works (after completion of training)
- Leadership and Human Resource Assistance
  - Handle and resolve all employee related matters
  - Manage the conduct, performance and development of staff through ensuring implementation and compliance to Company policies and procedures
  - The field staff of SGRS are in direct contact with the Company's clients and are key to operational efficiency, ensure that appropriate training, support and guidance is provided to all staff

### QUALIFICATION AND MINIMUM REQUIREMENTS:

- Tertiary qualification, preference will be given to Environmental or Earth Sciences related qualification
- Ability to do general maintenance and repair work, fix and maintain equipment (compressors, drill rig, hydraulics)
- Basic experience in a variety of drilling methods and a good working knowledge of the geological conditions that can be expected at various work sites in sub-Saharan Africa, will be beneficial
- Experience in effective business management and having attended a key account management course will be beneficial
- Basic knowledge of Health and Safety systems and implementation thereof, especially on different client sites
- A valid driver's license
- The successful candidate may be required to attend training courses
- The successful candidate will need to be prepared to be available on short notice as well as after hours

### REQUIRED COMPETENCIES AND SKILLS:

- Excellent verbal and written communication skills
- Sound planning, leading and organisational abilities with high level of multi-skilling
- Attentive to detail
- Able to run area of responsibility on good business principles
- Ability to work independently (with minimal supervision) and work in a team
- Sound problem solving and decision making skills
- Basic computer skills
- Building relationships (internal/external all levels)
- Customer focus

Note: This job description has been designed to indicate the general nature and level of work expected to be performed by an employee within this position. The actual qualifications, duties, responsibilities, activities and deliverables may vary based on assignment or project and are not limited to those listed.

DATE LISTED: 03 November 2022  
JOB TYPE: Full time, permanent position  
START DATE: 1 February 2023, or as soon as possible

ADDRESS/AREA: Silverton, Pretoria  
REMUNERATION: Market related

Please submit your CV to apply for this position to the HR Consultant at [cv@gptglobal.com](mailto:cv@gptglobal.com)