



Position Description General Manager Projects & Maintenance

About the Role

Overview:

The General Manager Projects & Maintenance is responsible for overseeing and managing all aspects of project execution and maintenance activities within the Unmanned and Retail network of our organization. This role requires strong leadership skills, excellent problem-solving abilities, and a deep understanding of project management principles and maintenance best practices. The General Manager Projects & Maintenance will collaborate with various stakeholders to ensure projects are completed on time, within budget, and to the highest quality standards, while also ensuring that maintenance activities are carried out efficiently and effectively.

The successful candidate will work directly with the Senior Leadership Team to ensure deliverables fall within the applicable scope and budget.

The General Manager Projects & Maintenance will play a crucial role in ensuring the smooth operation of projects and the overall maintenance of the organization unmanned and retail sites.

Responsibilities:

1. Project Management:

- Develop project plans, including scope, objectives, deliverables, and timelines.
- Coordinate and manage project teams, ensuring effective communication and collaboration.
- Monitor project progress, identify risks and issues, and implement mitigation strategies.
- Conduct regular project status meetings and provide updates to stakeholders.
- Ensure projects are completed within budget and meet quality standards.

2. Maintenance Management:

- Develop and implement a comprehensive maintenance strategy for the organization.
- Oversee the maintenance of equipment, facilities, and infrastructure.
- Conduct regular inspections to identify maintenance needs and prioritize repairs.
- Coordinate with external vendors and contractors for specialized maintenance services.
- Develop preventive maintenance schedules and ensure compliance.
- Use and maintain maintenance software MEX
- Overall planning and management of maintenance and projects for retail and unmanned sites

3. Team Leadership:

- Provide leadership and guidance to project and maintenance teams.
- Assign tasks, set goals, and monitor performance to ensure successful outcomes.
- Foster a collaborative and positive work environment.
- Identify training and development needs for team members.
- Promote continuous improvement and innovation within your teams.

4. Budget and Resource Management:

- Develop and manage project budgets, ensuring optimal utilization of resources.
- Monitor expenses and implement cost-saving measures where possible.
- Coordinate with other teams to ensure timely availability of required resources.
- Identify and recommend improvements to optimize project and maintenance operations.

Qualifications:

- Bachelor's degree in engineering, construction management, or a related field (desirable).
- Proven experience in project management and maintenance management.
- Strong knowledge of project management methodologies and maintenance best practices.
- Excellent leadership and communication skills.
- Ability to effectively manage multiple projects and priorities.
- Proficient in using project management software and tools.
- Experience with maintenance software MEX (desirable).
- Strong analytical and problem-solving abilities.
- Attention to detail and ability to work under pressure.