

Job Title: Operations Manager
Position Type: Professional
Full/Part Time: Full Time
Position Category: Planning
Location: Alliance Technical Services, Inc. (ATS)
400 West 24th Street
Norfolk, VA 23517-1205
Travel: Yes
Wages: Highly Competitive
Posted Date: October 8, 2007
Contact: Khaula Wallace, Email: kwallace@atsnorfolk.com
(757) 628-9500



Description: ATS is a service company committed to providing a broad array of services with primary focus on ship repair, logistics support and information technology. ATS provides opportunity for its people to use their skills and abilities in a productive culture. This leadership position will provide a high sense of job satisfaction from achievement, teamwork and collaboration.

Responsibilities: This position works closely with the company President and reports directly to the Vice President/General Manager. Supervises the Project Management Team. Manages the daily operations, planning the use of materials and human resources. Oversees the actual work from planning to completion. Establishes new projects through the bid/proposal process. Shares company vision and goals with employees. Creates a positive atmosphere of professionalism and support. Manages a diverse workforce and demonstrate sensitivity in cross-cultural communications.

Daily Task: Safety administration, reporting and enforcement. Schedules and appropriately staffs all assigned projects. Prioritizes and monitors workloads. Determines staffing requirements, interviews and trains new employees. Manages staff, prepares work schedules and assigns specific duties. Maintains proper accounting of worker productivity. Ensures a safe working environment is enforced and policies are administrated. Ensures the cleanliness and orderliness of the entire facility and work sites. Monitors the cleanliness and required dress of staff. Interfaces with customers. Required to be on-call as assigned.

Knowledge: A clear knowledge of business and project management as it relates to the ship repair industry. Working knowledge regarding federal, state and local Environmental, Safety, and Human Resources regulations. Ability to administer government contracts bid to billing. Working level knowledge of Human Resources as it affects position. Complete knowledge and enforcement of all company policies and procedures. Working knowledge of Microsoft Office Suite and Microsoft Project.

Required Skills: Ability to demonstrate problem solving capabilities, trouble shooting. Excellent technical communication skills, both verbal and written. Strong interpersonal skills. Integrity and character. Ability to handle multiple tasks. Leadership and management skills. Project management skills. Strategic thinking skills. Analytical ability. Ability to make sound decisions. Ability to manage in a diverse environment. Ability to assign work, communicate expectations, monitor work products and assess work performance. Customer relationship building. Procurement skills.

Degree: Bachelor of Science in Engineering or Business desired or equivalent experience required.

Experience: Four to ten years in ship repair. Military service a plus.

Equal Opportunity Employer/Drug Free Workplace