

Foreign Operations Manager - Rivers

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Company: Fuzu

Location: Nigeria

Category: other-general

Job Summary

Contract Type:

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We require the service of Foreign Operations Manager. You will play the role of chief of staff in charge of the organization's process of overseas operations.

The functions of the foreign Operations Manager cover a broad range of issues ranging from financial and human resources management; procurement; IT; general administration; travel and logistics.

He or she must be able to comprehend the business matters and possibilities cropping up from executing or completing business tasks and undertakings overseas and report directly to the CEO

Qualification / Requirements

HND / BSc / MSc in Law or any, Arts or any other related field.

Professional qualifications will be an added advantage.

10-15 years of work experience in a relaxed environment, 5 of which must be in setting up ventures in foreign countries e.g., Europe, Asia etc.

Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, and social media web platforms.

Must have a strong background in overseas operations management, preferably in travel but other similar sectors such as retail, and hospitality will be an added advantage

Experience of strategic decision-making and service delivery to meet ambitious targets

Ability to lead and get the best from remote teams

Ample travel experience with the Flexibility to travel regularly

A second common foreign language is advantageous but not essential

Commercially astute with strong financial acumen and analytical capability

Process Driven

Must be a self-starter requiring little or no supervision

Preferred candidates must have traveled wide and ventured businesses internationally.

Responsibilities

You will need to coordinate with employees in different geographical areas to implement strategies, processes, and policies in line with foreign laws and regulations as well as ensure compliance regarding all our financial operations.

Business Development:

Responsible for setting up new ventures, initiatives or churches in territories outside of Nigeria

Ensuring legal, financial and regulatory compliance in each territory for the setup and continuous operations.

Handles the recruitment of operational personnel and setting up of foreign offices

Ensuring we are not liable or exposed legally overseas.

Responsible for timely and accurate filing for regulatory and financial obligations of all overseas entities.

Maintains healthy relationships with relevant stakeholders and government agencies in territories where our operations are domiciled.

Team Management and Alignment:

You will be responsible for leading a team that consistently strives to exceed expectations, ensuring KPI's are set and met.

Ensure that goals and projects are communicated in a way that shows collaborating teams.

Resolve conflicts and ensure that team health and harmony are always at their best.

Ensures that all foreign entities operations are compliant with our organization's policies, standards and values.

Goal Achievement:

Understand the goals of the organization and create a road map for getting there

Work with teams, units, and managers to understand their goals and map out execution of strategies

Review performance and come up with strategies to resolve issues that may be affecting performance and productivity

Ensure that work is powered by processes and systems and that everyone is in adherence to our system and processes.

Ensure that everyone works within the stipulated timeline

Monitoring and Reporting:

Create reporting templates that fully capture all team activities and goal areas as well as summary sheets to be used as oversight reports

Ensures accurate and timely reporting from foreign entities to the headquarters

Ensure that reports are properly reviewed and properly archived for ease of access

Strategic lead on High Profile Projects:

Take a lead on new projects, create strategies, assign responsibilities and ensure an accountability system

Identifies potential opportunities and risks in the territories our operations are domiciled and plans for them to our advantage

Plans for the achievement of foreign operations goals.

Leadership:

Provide administrative and ministerial leadership on behalf of the Church in accordance with the vision of the church.

Administering and directing the organization's international operations

Finance:

Prepare plans and ensure compliance with all finance procedures and policies.

Maintain effective relationships with various government departments and agencies of assigned regions.

Maintain efficient knowledge of all rules and regulations for various business operations.

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