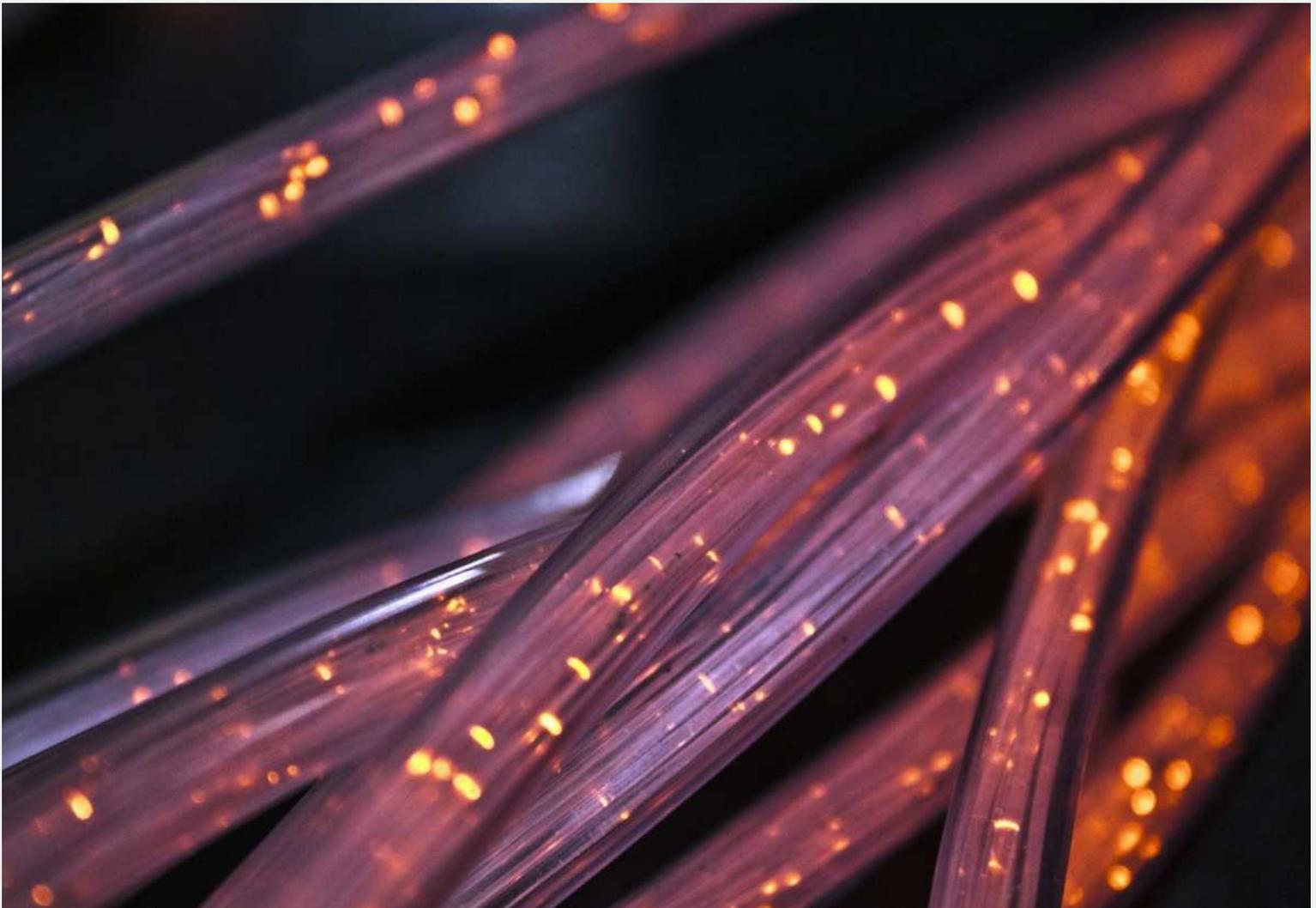


Front Line Manager

CARLOW, IRELAND



PRESENTED TO YOU BY i-RECRUIT

Overview

We are looking for a Front/Field Line Manager to join our clients Operations Team in Carlow.

Working as part of the Operations Department the FLM must be able to supervise and direct staff to deliver a quality service to clients.

Responsible for supervising staff and ensuring staff undertake tasks / work competently, whilst representing the company in a professional manner & with a professional attitude. You must ensure that employees comply with Company rules, H & S rules, Company dress code, standards of vehicle operation & maintenance, timekeeping rules and quality rules.

Reporting to the Project Manager, you will be responsible for supervising employees to ensure work is completed to standard operating practice and client specification.



Responsibilities

- Supervise and direct staff ensuring tasks / work is completed in a timely efficient manner.
- To ensure client documentation is completed accurately and in a timely manner to maximise cost charged to the client and cash flow to the company.
- Submit timesheets and payroll information, ensuring accuracy and data given in a timely manner.
- Help identify resourcing requirements to ensure that Project Managers are aware of resourcing needs.
- Ensure correct equipment and tools are available to meet project requirements.
- To liaise with all customers (both internal and external) on operational and technical issues in a professional courteous manner.
- To support and motivate employees to deliver against operations objectives.
- To support and enforce company rules.
- To maintain confidentiality at all times when dealing with staff issues.
- Monitor sickness levels & ensure return to work interviews are carried out.
- Ensure that annual leave is monitored and approved so that operational needs are met.
- Ensure annual leave is taken in a timely manner and not carried over.
- Take part in disciplinary action as requested to support and enforce Company rules.



Responsibilities

- Ensure all appraisals take place in a constructive manner and documents are completed effectively and in a timely fashion.
- Have input into / take action as directed on performance management of teams.
- In conjunction with Project Managers and HR, to work on an ongoing basis to continually improve HR processes within project areas.
- Ensure effective induction of new staff in conjunction with the HR & Training, undertaking probation reviews as required / directed.
- Ensure health and safety and quality audits are carried out and documentation and actions are completed at the relevant time.
- To identify any potential problems with jobs and escalate to Project Manager.
- To comply with Company policies.
- To fulfil H & S responsibilities, adhering to the Company's H & S policies and processes as may be updated from time to time.
- To support and practice the Company's quality policy and work statements.
- To undertake such other duties as may be reasonably required by the Company.



The Package

You wouldn't expect us to disclose the salary range at this early stage, but we're very confident that we'll meet your expectations. Our client understands the value of rewarding staff well, and has constructed a superb package.



Next...

If we've piqued your interest, we'd be happy to answer any questions that you may have. If you are happy to be considered, we'll need a CV, and after that, there'll be a telephone interview with the relevant personnel.

If both parties are happy, there will be more formal interviews where your experience will be explored.

And if that goes well...welcome to your new job.



A bit about us

We have decades of experience of recruitment, business and commerce, and it shows. Trading since 2018, we're an independent and proud Irish company, working mainly across Bulgaria, Ireland and the UK. We have developed some very smart techniques for finding key staff for our portfolio of clients. It can be hard and laborious work, but it's really effective.

But you know that already, or you wouldn't be sitting there, reading this.

We treat our candidates with a great deal of respect, and because of this, we develop strong relationships with our ever-increasing database of talent.

We never forget that we are dealing with people who are making life changing decisions. We'd be *delighted* to help you on to the next stage of your career.



i-RECRUIT

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