

Operation Manager Job Description

[Position]

Team manager

[Job Description]

1. Management of planning for recruiting, interviewing, maintaining employee.
2. Management of hardware systems in the offices
3. Managing and communicating partnering bodies (companies, agencies except for IT)
 - A. Managing and doing hands on for the documents related to keeping engagement with partners, to developing relationship with partners
 - B. Managing the relationship b/w company and partners
 - C. Strategical development of partnership with new partners
 - D. Development of planning for co-work with partners

[Eligibility]

1. Experiences in the field of management or business development or operation or consulting, more than 3 year or
2. PhD or master will be respected in appropriated major for operation
3. Flexible communication
4. Possible communication in English
5. References will be requested