

## ***Operations Manager Job Description***

Full time job for the position of Operations Manager; the company is located in El Kawther, Hurghada, Red Sea.

**The Company Innovix Solutions** is a dynamically growing company located in Hurghada, Red Sea. We are specialized in designing and developing custom web solutions targeted to the travel and tourism industry. Please visit our website to know more about us: <http://innovixsolutions.com>

### ***Experience Required***

- At least **one-year** experience in the field of Operations Management or Project Management.

### ***Skills & Qualifications Required***

- English Proficiency (spoken and written) is a must, Arabic language knowledge is a plus.
- Experience in Project Management and Office Management is a must.
- Excellent Computer Skills (MS Word and Excel) is a must.
- Experience in Customer Support & CRM systems is preferred.
- Managing processes, promoting process improvement and Reporting skills.
- Ability to learn about new technologies and integrate them in daily tasks.
- Must be a team player and able to work under pressure in both individual & team work.
- Must be attentive to details (accurate spelling, complete documents & forms, etc.).
- Preferred to have an experience in social media marketing and in web sites administration.

### ***Working Hours***

- Working hours will be from 10 am to 6 pm
- Friday and Saturday will be off
- Flexible working hours can be arranged

### ***Salary & Benefits***

- Salary will be set upon the interview based on experience and skill level
- Working in a small team of professional developers, great opportunity to learn new skills and technologies
- Please submit your CV to the following address: [hr@innovixsolutions.com](mailto:hr@innovixsolutions.com)
- Please write your name and refer to “**Operations Manager Vacancy**” in the email subject and CV’s file name



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