



JOB OPPORTUNITY – Operations and Logistics Manager (2 positions) VALENTIS – INTERNATIONAL MINING SERVICES COMPANY

ABOUT VALENTIS

- Valentis is an Australian – Myanmar managed company based in Yangon, and the leading mineral exploration services provider in Myanmar. The company also offers a broad range of environmental and geotechnical services.
- Valentis works with a range of local and foreign clients currently working in, or looking to invest in Myanmar's mining and mineral exploration sector. Valentis prides itself on its ability to manage projects for clients on a turnkey basis.
- Our services include Mineral Exploration project management and field surveys, Drilling, Analytical Sample Preparation, Environmental, Geotechnical, Government Relations and Commercial Advisory.
- Valentis is looking for two experienced Operations and Logistics Managers to help assist with our growing project requirements.

Key Benefits

- Working with an international team, with diverse project experience across Myanmar.
- Career development opportunities, including attendance at the Valentis School of Management and Leadership and other external training.

Key Responsibilities (Essential Duties and Functions)

- The two successful candidates will work side by side to manage the operations for 2 of the business divisions each, with some overlap of the roles and sharing of resources.
- Operations
 - Manage the daily operations and logistics functions for the Geological Services and Man Portable Drilling Divisions (1 role – reports to the CEO Services) and the Environmental/Geotechnical and Geophysics Divisions (1 role – reports to the GM Environmental and Geotechnical).
- Transport and Logistics
 - Manage technical and practical details relating to international and domestic equipment transportation, such as customs regulations and any necessary documentation.
 - Evaluate and manage the costs of transportation, services and inventory in line with division budgets and operating strategy.
 - Ensure documentation for import and export scheduling and shipments of machinery and equipment is timely and accurate.
 - Troubleshoot any issues that may arise in international freight transportation.
 - Manage domestic scheduling and logistical support for the company's field programs.
 - Provide supervision, support and scheduling for mobilisation of drilling rigs and related machinery and equipment.
 - Provide supervision, support and scheduling for mobilisation of geotechnical and environmental equipment.
 - Provide supervision, support and scheduling for mobilisation of geophysical equipment.



- Procurement
 - Manage timely ordering of machinery and equipment parts and supplies to ensure field operations are uninterrupted.
 - Manage transportation vendors including selection of vendor and contract negotiation to ensure contractual service commitments.
 - Manage warehouse inventory for drilling and geophysical equipment and consumables.
- Fleet and Equipment Management
 - Develop a fleet management process including scheduled internal (on-site) and external maintenance programs, fuel supply and distribution, and insurance for a fleet of up to 10 vehicles, 2 drilling rigs and 1 truck.
- Personnel Management
 - Manage and provide logistical support for Yangon and site-based drivers.
 - Assist the HR department in managing field crew rosters, on-boarding, off-boarding and biannual performance reviews.
- Operating Procedures
 - Implement and maintain documentation for all division operating procedures.
 - Manage structured annual reviews of operating procedures with Division CEO / GM.
 - Prioritise and manage operational issues regarding personnel or equipment.
- Occupational Health and Safety
 - Assist in reviewing and/or developing health and safety operating procedure for all site operations.
 - Assist in practical implement and education of OHS procedures for site operations personnel.

Requirements

- High level of spoken and written English
- Effective verbal and written communication skills
- Ability to handle multiple tasks for several projects concurrently
- Maintain an attention to detail and a focus on successful outcomes
- Ability to work under pressure and to project deadlines
- At least 7 years' experience in Operations Management and Logistics
- Previous experience in procurement and import / export procedures
- Previous experience in the mining sector is preferred but not essential
- Knowledge of heavy machinery or drilling is preferred but not essential
- Must hold a current driving license
- Able to travel regularly for up to 2 weeks at a time
- Bachelors' Degree (relevant qualification and systems training associated with Operations and Logistics Management is preferable)

Interested candidates, please send your CV with expected salary to nangkhama.valentisresources.com and smile@valentisresources.com