



## Operations Supervisor

Support and oversee daily operations of the Trust, ensuring smooth, efficient business processes to meet organizational goals.

### Primary Responsibilities:

For the successful candidate, the role of Operations Supervisor of Recreation Trust offers an opportunity to:

- Collaborate with the Executive Director to establish priorities for operational activities and set achievable goals.
- Plan and monitor day-to-day business functions to ensure consistent progress.
- Supervise team members across departments, providing regular guidance and constructive feedback.
- Evaluate business procedures for efficiency, suggesting improvements as necessary.
- Manage procurement processes, including allocation of materials and resources.
- Oversee customer support to enhance satisfaction and address inquiries.
- Maintain relationships with external partners, vendors, and stakeholders.
- Monitor and interpret performance data to support decision-making.
- Any other duties that fall within the parameter of job description.

### Requirements:

- Communication Skills: Strong verbal and written communication abilities.
- Experience: Previous experience as a department manager or in a similar position.
- Operational Knowledge: Knowledge of performance metrics and operations best practices.
- Technical Skills: Competent with Microsoft Office and familiarity with common business software.
- Educational Background: Bachelor's degree in Business Administration, Management, or related field, or relevant certifications.
- Leadership and Collaboration: Proven ability to work well with teams and lead by example.
- Problem-Solving Skills: Practical approach to solving issues and improving processes.
- Attention to Detail: Detail-oriented with a commitment to maintaining a safe work environment.

### Salary:

- Remuneration/ Benefits: Based on qualifications and experience.

□ Closing Date: Friday 7<sup>th</sup> February 2025

**Please send applications via email to:**

Executive Director Recreation Trust  
Station Avenue, Road Town Tortola, VG1110 Virgin Islands Email:  
[info@recreationtrustvi.com](mailto:info@recreationtrustvi.com)

For further information, send queries via email.