

## Business Manager - HR & Operations

Gough Recruitment • Sydney NSW 2000



Base pay

\$95,000 - \$120,000



Work type

Full Time



Contract type

Permanent

### Skills

LEADERSHIP

HR

ONBOARDING

OPERATIONS

OPERATIONS MANAGER

PROBLEM SOLVER

RECRUITER

RECRUITMENT

WRITTEN AND VERBAL

### Full job description

- Be based in stunning Surry Hills headquarters
- Opportunity to travel to all offices
- Diverse role - no day the same

#### The Company:

Gough Recruitment is a specialist recruiter in Property, Construction, and Real Estate. We operate across three countries and have been in operation for 20 years employing over 70x staff.

#### The Role:

We are looking to hire a business manager to take ownership across the key areas, that are the backbone of our business. You will play a key role within the leadership team and work across key business functions of facilities, operations, HR, and recruitment.

### Job details



Date posted

21 Jun 2021



Expired On

19 Jul 2021



Category

HR & Recruitment



Occupation

Management - Internal



Base pay

\$95,000 - \$120,000



Contract type

Permanent



Work type

Full Time



Job mode

Standard/Business hours



Work Authorisation

AUSTRALIAN CITIZEN /  
PERMANENT RESIDENT

**Responsibilities include but are not limited to:**

- Establish and maintain relationships with leadership team across APAC
- Spearhead special projects across operations, IT/technology, administration, and legislation
- Involvement in compliance with contractor database
- Continual improvement of office policies and procedures
- Project office moves and renovations and office fit-outs across the group
- Managing all supplier relationships & re-negotiation of contracts
- Coordinating office lease renewals
- Sourcing New Staff & managing the onboarding process
- Ensure standards are maintained across the network

**The Candidate:**

The ideal candidate will have worked in any of the following roles; C-suite EA, Office & Operations Manager, Corporate/Workplace Manager, HR or Facilities Management

**Desired Skills & Attributes:**

- Ability to build strong relationships across the group through going above and beyond
- Solutions focused problem solver
- Ideally, experience working across multiple sites would be an advantage
- Strong written and verbal communications skills
- Strong Office 365 knowledge
- Experience managing suppliers and contract negotiations

**Gough Benefits:**

- Base + Bonus structure
- Continually growing business
- Great benefits such as Loyalty Leave, Employee Assistance Programs, excellent staff functions, flexibility, your b'day off & stunning city-fringe offices, and birthday's off

**If you want to find out more about this rare opportunity please call Mikayla Small on 0425 392 995, or send an up to date resume to [jbarbuto@goughrecruitment.com.au](mailto:jbarbuto@goughrecruitment.com.au)**

Unfortunately, we cannot sponsor for this role.