



ABN 18 010 669 155

Administration 0423 022 826  
Operations 0412 000 214

management@kpms.com.au  
kpms.com.au

## Operations Manager

We are seeking to appoint a highly motivated, solutions-oriented Operations Manager to coordinate and supervise staff, plan and execute maintenance rostering, and to liaise with clients to ensure satisfaction and value-add to the routine services. This hands-on position is client-facing as you work collaboratively with clients, our staff and network of contractors and suppliers to deliver the best property maintenance solutions efficiently for our customers.

### Key responsibilities include:

- Supervising routine cleaning, landscaping, and maintenance schedules for diverse client portfolio, while providing staff with the hands-on support they need to excel
- Conducting site inspections to ensure all jobs are completed on time and to a high standard
- Managing existing client relationships while looking for innovative ways to value-add to their existing services
- Managing relationships with staff, suppliers, and contractors in the positive, professional, and solutions-orientated manner Kellys is renowned for

### About You

- At least 5 years' experience in a similar role or roles
- Be willing to 'chip in' and help where necessary
- Ability to work collaboratively with management and build rapport quickly with clients and fellow colleagues
- Solutions-orientated with drive for excellence in service delivery and strong initiative
- Well-organised and understanding that the nature of the work requires flexibility in working hours

We are a small, loyal and enthusiastic team and have a dynamic and passionate approach to the day to day running of our business. Consequently, we have enjoyed a strong and stable position within the industry for the past 37 years. We work hard with our staff to ensure the best solutions for our clients and will expect you to do the same.

### About Kellys

Established in 1986, Kellys Property Management Services is a privately owned company providing commercial property maintenance services including cleaning, landscape maintenance, waste removal, 'handy man' services, and the supply of

Established 1986

consumable products. For over 30 years our “yes... we can” attitude has seen us grow into one of Queensland’s largest and most successful property maintenance companies. We operate a 24/7 service supporting clients across Brisbane & South-East Queensland, Regional Queensland, and the Northern Territory.

### **How to Apply**

If you are looking for a diverse and interesting role, where you will be rewarded with a competitive salary package (which may include company vehicle for the successful applicant), we’d love to hear from you.

**Please send your resume and short cover letter outlining your suitability for the job to [management@kpms.com.au](mailto:management@kpms.com.au)**

Remuneration and benefits will be discussed with all shortlisted applicants during the recruitment process.