



SITE OPERATIONS MANAGER - EAST AFRICA (M/F/D)

We are an international group of companies and Europe's largest family-owned masterbatch producer. We use innovative additives and inspiring colours to bring life to plastics. As an independent and profitable entity we target sustainable growth, based on social and ecological responsibility. We see our employees as a vital resource to be one of the most attractive employers. We are currently establishing a new site in Kenya. As part of our strategic expansion, we are seeking a proactive and reliable Site Operations Manager to support and coordinate the setup and development of our new local site. Be part of this vision and grow with us!



**NAIROBI, Embakasi
KENYA**



FULL-TIME



IMMEDIATELY

YOUR MAIN RESPONSIBILITIES

- Coordinate the setup, launch and organisation of the new company site in Kenya in coordination with the headquarters in Austria
- Oversee daily administrative operations and ensure regulatory compliance
- Support local HR processes, including recruitment, onboarding, employee relations as well reporting together with the Group HR
- Act as the liaison between the local site and the group headquarters
- Ensure alignment with company policies, standards, and procedures
- Support budgeting, procurement, and local vendor management
- Represent the company in dealings with local authorities, business partners, and service providers
- Coordinate facility-related topics such as office infrastructure and site services
- Monitor and report on project milestones, staffing needs, and operational challenges

YOUR PROFILE:

- Completed professional education in Business Administration, Human Resources, Operations Management, Business Development or a related field
- Minimum 2 years of experience in operations, administration, or site management
- Prior experience in manufacturing or industrial environments preferred
- Strong understanding of local employment laws and administrative processes in Kenya

- Excellent organizational and problem-solving skills
- Proficient in Swahili and English (written and spoken); any additional language is an asset
- High level of self-motivation and proactive, with a passion for innovation and business development
- Strong interpersonal skills and a hands-on, solution-oriented mindset
- Flexibility and willingness to travel frequently in assigned regions and trade fairs
- Confident use of CRM systems and MS Office tools for efficient planning and documentation of sales activities
- Experience in working with international or multinational companies is a plus

OUR OFFER:

- We offer you a key role position in a well-established family business at our new location as well as a varied and challenging range of tasks with plenty of creative freedom
- Flat hierarchies and direct communication with the international management
- A dynamic, growing company with long-term opportunities
- Competitive compensation package including flexible working times, transport allowances, extended healthcare coverage

Please send your full application including your earliest possible start date and salary expectations to:
Albert Boehm, a.boehm@gabriel-chemie.com

WWW.GABRIEL-CHEMIE.COM



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