

Operations Manager

Join the dynamic and collaborative team at Katalyst Data Management (KDM)! KDM is seeking an Operations Manager who has strong leadership skills. This is an exciting opportunity to lead the departments that are responsible for the accurate capture and transcription of our clients subsurface data. Qualified candidates will bring a strong knowledge of seismic data and a passion for leading teams.

- **Located in Shah Alam, Malaysia**
- **Nominally 8:30 a.m. – 5:00 p.m. Monday to Friday**
- **Full-Time position**

The Company

Katalyst Data Management (KDM) is the global leader in hosted subsurface data management solutions for the oil and gas industry. From data capture and verification, to data storage and organisation, to marketing data online, our specialised data services cater to large multinational corporations, national governments and small independents. KDM's web-based iGlass services and their related controls, including system redundancy, are key differentiators in providing and maintaining high availability, 24/7 access for customers. Innovation and commitment has enabled KDM to provide excellence in both technologies and service qualities.

Key Responsibilities and Accountabilities

As an Operations Manager, you must possess strong leadership and interpersonal skills. The Operations Manager is responsible for the management of all departments that accurately capture and transcribe our client's subsurface E&P data while meeting their requirements and specifications. In this role, you will lead computer operations, reformatting, logistics, indexing and QC departments.

Key Responsibilities:

- Collaborate with senior management team to develop and manage budget for the regional data management operations
- Negotiate cost of services and evaluate new business opportunities.
- Ensure client satisfaction through customer follow-up and face-to-face meetings to improve business opportunities and increase revenues.
- Establish work practices, organizing workflow, assigning priorities, optimizing revenue opportunities, and approving expenditures.
- Oversee the performance management and career management of subordinate staff including interviewing, retaining, motivating, disciplining and rewarding.
- Train regional staff in the use of internal suite of proprietary software and other such technical training as may be necessary or advisable. Such training will differ between departments and will require hands-on knowledge transfer and ongoing local support.
- Work with the company HSE team to maintain a safety-first mentality, ensuring documentation, training and reporting are upheld to the highest standard.

Skills Required:

- Promote safety-first mentality.
- Strong leadership and interpersonal skills.
- Emphasis in communication with the ability to articulate client needs with department heads and senior management.
- Takes operational responsibility for job performance and adheres to commitments.

Knowledge Required:

- Knowledge of data management practices and standards specific to Well and Seismic data.
- Oil and Gas industry experience

Required Education and Experience

- Bachelor's Degree in IT or Geosciences
- 5+ years working in the E&P industry
- Knowledge of E&P Data Management requirements and expectations
- 5+ years' leadership experience

Applications can be emailed in confidence to hr-kl@katalystdm.com