

## Operations Administrator

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Company: Nolan Recruitment Solutions

Location: Trafford Park

Category: management

Operations Administrator

Employment type: Permanent, full-time

Location: Trafford Park, Manchester

Hours: 8 am to 5 pm, Monday to Friday

Salary: £27,000-£30,000 p.a. + 25 days holiday + Bank Holidays

The Role:

Are you seeking a role that offers opportunities for growth and development? A position where your performance is rewarded with pay increases and where you are valued as an individual, not just a number?

Our client, a family-owned business, values recognition and rewards its employees accordingly. If you have a passion for learning and expanding your skill set, this role is perfect for you. You will collaborate closely with the warehouse, sales team, service team, and accounts to ensure the best outcomes for customers.

They have recently recruited an Operations Administrator but due to growth they need someone else to join the team. If you are interested in working in a welcoming and fast-paced environment, please submit your application today. You will be working for the Operations Manager.

#### Responsibilities:

Providing support to the Operations Manager in meeting the evolving needs of the expanding business.

Ensuring seamless on-boarding for new employees, including setting up equipment such as phones and tablets and account access.

Serving as a primary contact for both internal and external stakeholders, managing enquiries and facilitating effective communication within the operations team and across departments.

Assisting the HSQE Advisor in maintaining accurate records and documentation related to operations, including reports, Health & Safety, and business certifications.

Conducting research and analysis on operational topics like market trends, competitor insights, and customer feedback to aid decision-making and enhance processes.

Aiding in the planning, execution, and monitoring of projects and initiatives within the operations department to ensure timely and budget-compliant delivery.

Identifying opportunities for enhancing processes and efficiency within the operations department and collaborating with team members to implement these enhancements.

Supporting in organising and scheduling meetings, appointments, and events within the organisation, and documenting meeting minutes as needed.

#### Experience/ Skills Required:

Previous experience in a similar type of role

Confident using different technology.

Brilliant prioritisation and multi-tasking skills.

Must be able to commute to Trafford Park on a daily basis.

IT literate with knowledge of office software such as Word and Outlook.

Must be eligible to work in the UK.

This is an excellent opportunity to join a growing business, with great career prospects.  
Please apply today to be considered for this role.

Keywords: Operations Administrator, Operations Assistant, Office Administrator, Senior Administrator

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