

Operations Administrator

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Company: Impression Recruitment

Location: United Kingdom

Category: other-general

From consecutive years of growth, our Client is now looking for a new team member to join their collaborative company, as **Operations Administrator** from their Silsden based office. If you have a keen eye for detail, a genuine interest in sustainability and passion to learn and develop your skills towards building a successful career, this is the perfect opportunity for you! Whether you are someone who has recently completed education looking to secure a career or an individual with administrative experience looking to progress into a collaborative company for longevity, this role is for you! With full training & support, the company is focused on ensuring your development is positive, beneficial, and relevant for you to have an excellent career within the Group.

The role as Operations Administrator:

Monitoring and updating documentation in line with required and relevant information.

Creating and maintaining a spreadsheet from existing documents.

Assist with obtaining relevant information from manufacturers.

Retaining a log of all projects & meetings events.

Following up end-end process of sample requests.

Assist & track industry market intelligence.

Research markets & competitors, storing findings on the relevant database.

Keep department updated and organised for showcasing products.

Shadow the team at meetings, events, webinars, shows & supplier visits to learn and develop understanding of the role and industry.

Support and assist producing new compliance labelling requirements for packaging for the Group based on Government guidelines, all supported by the packaging team.

Have the flexibility to support with projects occasionally within the head office, alongside team members.

Attributes for the applicant.

A positive & energetic attitude towards learning

Keen to absorb new information, with a keen eye for detail.

A passion for achieving personal & professional development.

The confidence to ask questions, think outside of the box & contribute ideas.

A natural ability to highlight discrepancies when reviewing documents.

Have a genuine interest in supporting the businesses ethos regarding sustainability.

Knowledge of Microsoft, excel, word and PowerPoint.

Confident with your ability to work independently.

In return for your passion and commitment to learning and developing as Operations Administrator, you will be rewarded with flexible hybrid working, company event days and a **yearly company-wide bonus!** The Silsden based office **close to train line links** and is offering a salary of **£22,000-£24,000** for the successful candidate. Apply now to the first step

into your new career in this exciting industry.

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