

## Operations Assistant

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Company: Camino Search

Location: London Area

Category: other-general

Job Title: Operations Assistant Salary: £26,000 & 10% bonus Location: Liverpool Street, London\***IMMEDIATE START**\*  
**Company Overview:** Camino Group is a thriving recruitment company based in the heart of London, near Liverpool Street Station. As a rapidly growing firm, we specialise in providing top-tier recruitment solutions to clients across various industries. With our recent expansion into the US market, we are poised for further growth and success. We foster a dynamic and energetic start-up culture where every team member is valued and empowered to excel.  
**Position Overview:** We are seeking a motivated Operations Assistant to join our team. This role is ideal for an enthusiastic individual who is eager to kickstart their career and gain hands-on experience across various areas. The successful candidate will thrive in a fast-paced environment, enjoy being the go-to person for office needs, and exhibit a proactive attitude towards their work.  
**Responsibilities:**  
**Office Management:**

- Maintain a welcoming and organised office environment.
- Liaise with cleaners and suppliers to ensure the office is well-maintained.
- Monitor and replenish office supplies as needed.
- Answering and directing all calls

**Tech Support and Onboarding:**

- Assist with setting up tech equipment for new starters.
- Provide support and troubleshooting assistance for office technology.

**Visitor Management and Meeting Room Setup:**

- Greet visitors and ensure they have a positive experience.
- Coordinate meeting room setups and assist with any additional requirements.

**Social Media and Internal Marketing:**

- Assist with internal marketing initiatives, including content creation for social media platforms.
- Harness creativity to engage our audience and promote our brand.

**Administrative Support:**

- Assist with various administrative tasks, including document

preparation and data entry.· Help compile reports and manage expenses as needed.· Put together presentations within tight deadlines.Travel and Event Coordination:· Arrange travel accommodations for team members.· Assist in planning and coordinating company events and gatherings.Qualifications:· Enthusiastic and proactive personality, eager to take on new challenges.· No formal qualifications required; willingness to learn and grow in the role.· Strong organisational skills and attention to detail.· Excellent communication and interpersonal skills.· Tech-savvy with proficiency in Microsoft Office suite.· Ability to thrive in a fast-paced, start-up environment, and manage a lot of personalities!· Willingness to adapt and support the needs of a growing company.· Must be able to work in the London office 4 days per week, with flexi Fridays for remote work.Benefits:Health plan from day 1Pension schemeIncentive programsVibrant and inclusive company cultureOpportunities for professional development and growthWhat you will learn working with us in a role like this one!· Organisational Skills· Communication Skills· Tech Proficiency· Customer Service· Creativity· Problem-Solving· Teamwork· Time Management· Event PlanningApplication Process:If you are ready to embark on an exciting career journey with Camino Partners and thrive in a dynamic start-up environment, we encourage you to apply by submitting your resume and a brief cover letter outlining your enthusiasm for the role. We look forward to welcoming you to our team!

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