

## 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 callsTech

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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