

Operations Support (Field Based)

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Company: Alliance Automotive Group

Location: United Kingdom

Category: other-general

We currently have a vacancy for an Operations Assistant within our central Operations function. The department's objective is to support and develop the operational functions at all subsidiaries across the UK.

Key accountabilities;

Assist in ensuring set business processes are actioned across the network of subsidiary sites.

Provide training on all new/existing procedures at new/existing sites.

Assist with the roll out of any system development projects.

Assist with ongoing refurbishment/relocation projects.

To facilitate the project staff with communication on inventory and timelines.

To affectively assist with the integration of newly acquired businesses.

Establish immediate needs required to start the centralisation of stock holding.

Raise any concerns regarding size/suitability/safety of new sites.

MAM system training pre- and post- centralisation.

Relay issues, potential improvements in a correct manner to the senior management team

The key accountabilities are intended as a summary of the role and is not an exhaustive list

of duties. The post holder is expected to undertake any tasks and responsibilities as required and deemed appropriate by the business.

Desired Requirements;

Knowledge of MAM Autopart.

Excellent communication and coordination skills.

Strong written and verbal skills and to be computer literate in Microsoft package.

Capable of ensuring a high standard of housekeeping within branch.

Experience in a similar operational role preferred.

The ability to undertake hotel stays, involving lone travel and nights away from home.

Position details;

Full time position – Mon – Fri – 45 hrs per week - occasional weekend work

Salary Competitive / Negotiable (Depending on experience)

23 days annual leave + 8 bank holidays per annum

Company Pension Scheme

Company Vehicle

Mobile Phone

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Cross References and Citations:

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