

United Kingdom Jobs Expertini®

Technical Operations Executive

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Company: Quiet Mark

Location: England

Category: other-general

Quiet Mark - Technical Operations Executive

Who We Are Quiet Mark stands at the intersection of science and well-being, leading a global initiative, towards a quieter, healthier world. We are more than just a certification programme; we are a movement devoted to transforming everyday environments into spaces of peace and comfort through quieter appliances, technologies and solutions to unwanted noise. Recognised worldwide, we are committed to empowering consumers and industries with the knowledge and resources needed to reduce noise pollution. Our dynamic, dedicated team finds motivation in the pursuit of a more peaceful, harmonious world, and we thrive on innovative thinking and collaboration. Quiet Mark was created as a next generation commercial award programme closely associated with the Noise Abatement Society Charity. Established in 1959 the Noise Abatement Society (NAS) is the only charity NGO in the UK, indeed the world, that specialises in every aspect of sound - how it affects us and how the sounds that we make affect others. As the business expands we are seeking individuals who share our commitment to this mission. In joining us, you'll be part of an organisation with a purpose, shaping a quieter, better future for all.

Who You Are You are a proactive, flexible and dynamic fast learning individual with a background as a technical assistant, administration assistant or customer service assistant. The successful applicant will have good communication skills, a data excel whizz that relishes in detail and interaction as a team player while being self-motivated and able to work independently. As Quiet Mark continues to grow, you will be hands-on and flexible with duties as the role develops and expands with the business.

The Role

- Assisting with the testing and qualification of appliances, technologies, products and

materials for Quiet Mark certification● Communicating and liaising with key brands and manufacturers on products to send in for testing● Communicating with key stakeholders and high level management within our brands● Assist with organising test days at Quiet Mark HQ and laboratories and liaising with external global companies efficiency● Assist with processing built environment sector acoustic products assessments with Technical Manager and/or Build Sector Managers● Update, research and maintain databases for our MDA, SDA, HVAC and the built environment sector and across all other categories● Providing daily reports to team members on current category updates● Responsible for logistics of receiving testing stock and the returns to manufacturers from our Hassocks, Sussex testing location

Key Skills & Qualifications

- A good general level of education
- Good Excel skillset, able to enter data into excel sheets, cross checking models and creating visible graphs.
- Excellent customer service experience and skills
- Ideally experienced in sound technology or acoustics sector or similar
- Preference would be given to individuals with interest in acoustics, science and technology
- Demonstrate ability to learn quickly, have excellent attention to detail and absorb new skills
- Excellent time management skills and experience of meeting deadlines.
- Comfortable at fast pace change of a growing company
- Good at following instructions and procedures accurately, efficiently in a timely manner
- Previous working experience as a technical executive working in a close team environment
- Hands on experience in a supporting role
- Excellent organisational and time-management skills
- Outstanding communication, presentation and interpersonal skills
- Experience of CRM systems and Trello very helpful within the UK and growing global operations

Salary

- Salary: 25K – 30K DOE
- Contributory Pension
- Hours: 9am -5pm 5 days per week
- Holidays: 25 Days plus Bank Holidays
- Location: Will be home based remote role but must be commutable distance to Brighton/ Hassocks / London area as you will be required to attend QM hub occasionally and team meetings in London.

Please note our recruitment process is in three stages. If you are successful to interview stage, the below stages are as follows:

- 1st interview - Remote via google meet
- 2nd interview - Remote via google meet
- 3rd and final interview - Meet and greet face to face in London

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