

## Operations Support Assistant

Owing to ever increasing workloads, Cygnia Maintenance Ltd requires an energetic Operation Support to assist with the co-ordination of market leading signage maintenance delivery to our prestigious retail customer base.

We are a thriving, fast paced maintenance business looking for an outstanding individual capable of scheduling diaries, building rapport with engineers and keeping accurate records of activity.

THIS IS A **FULL TIME POSITION**  
(MON TO FRI 9.00AM TO 5.30PM),  
BASED AT OUR **HEAD OFFICE IN**  
**BROADSTAIRS, KENT**

**FULL TRAINING WILL**  
**BE PROVIDED**

**SALARY £17.4 – £18.6K PER ANNUM**  
DEPENDENT UPON EXPERIENCE

### Job description

We are looking for an outstanding individual capable of scheduling diaries, building rapport with engineers and keeping accurate records of activity.

The role description requires:

- Taking instructions from and supporting the Operations Controller
- Ensuring all paperwork / permits / RAMS / access equipment are organised ready for site attendance
- Ordering materials
- Working to tight timelines and budgets
- Other tasks set by the Operations Controller.

This is an excellent opportunity to join a well-established business with potential to progress towards a more senior appointment over time. Previous operational experience is desirable but not essential as we will provide training specific to the role.

Candidates will need to be hard working, highly motivated, articulate (with both the written and spoken word) and able to deal with clients and colleagues at all levels.