

Operations Controller

Owing to ever increasing workloads we are looking for an energetic Operations Controller 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 £19 – £21K PER ANNUM
DEPENDENT UPON EXPERIENCE

Job description

The role requires:

- Taking instruction from the Senior Operations Controller
- Scheduling maintenance crew diaries
- Ensuring sites are ready for our attendance
- Ensuring all paperwork / permits / access machines are organised ready for attendance
- Liaising with Engineers to check on progress
- Working to tight timelines and budgets
- Other tasks set by the Senior Ops 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.