Job Title: Operations Administrator

**Company / Location:** Speke, Liverpool

**Job Details**

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| **Job title** | Operations Administrator |
|  |  | **Salary** |  |
| **Department** | Operations | **Location** | Speke, Liverpool |
| **Reporting to** | Managing Director – Haroon Pasha |
| **Responsible for** | Support and engage with different parts of the organisation and interact with Internal Operational Team & External customers. With focus to on adding value, the role of Operations Administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested. The flexibility and responsiveness required will allow development of a wide range of skills.   |

# As an Operations Administrator, you play a key part in the success of Pasha Recycling Ltd. Working behind the scenes your skills help keep our Operations Centre running smoothly. This diverse and interesting role will require you to take responsibility for co-coordinating the job and resource allocation and effectively brief and debrief operational team to enhance delivery and customer service within the Operations Centre. Acting as a link between the Yard Operatives and the Operations Manager.

# Main Duties and Responsibilities

* Acting as a link between the Yard Operatives and the Operations Manager.
* Ensure that work is distributed to available employees, completed in accordance with the KPIs, and processed accurately within the agreed time frames.
* To prepare data for and conduct briefing and debrief sessions for Yard Operatives.
* To suggest any improvements to the ways of working and relay this to the Operations Manager.
* A versatile and creative thinker who monitors service and delivery progress and is keen to resolve issues and present the best overall service to customers.
* Assist with Weighbridge when required
* Report finished loads to Sales & Purchasing team.

# Skills and Attributes - Essential

* Provide Excellent Service Delivery
* Be able to build Customer Focus & Relationship Management
* Have People Management & Development Skills.
* Comply with Health & Safety Regulations.
* A versatile and creative thinker who monitors service and delivery progress and is keen to resolve issues and present the best overall service to our customer.

# Job Details

Hours of Work: 09:00 – 17:30 Office based