

JOB SPECIFICATION

JOB TITLE: Operations and IT Assistant

DIVISION: Company wide

Overview:

Operations and IT is responsible for providing the framework to support the Group in meeting its strategic objectives. Key to this is ensuring that the right systems, technologies and processes are in place and driving improvement and development within the company.

Role:

Within the role there is scope for involvement in all areas of the business, allowing for huge variety and growth potential in this job. This role offers the right candidate an opportunity to develop a range of skills and knowledge about all areas of the company operations.

Training:

Appropriate training will be provided for the role.

Core Duties:

- Establishing good relationships with people at all levels of the company, across many different business and operational functions
- Assisting with the management and coordination of projects -meeting and working with key stakeholders, fully understanding their needs in order to deliver effective solutions
- Collaborating effectively with outside software houses
- Assisting with the creation of specifications for software changes in collaboration with divisions, the in-house development team and external software and service providers
- Initial testing of new system software deliveries before involving the operating departments
- Preparing and maintaining system user manuals
- Involvement in the risk management and audit processes
- Assisting with the design and maintenance of marketing materials, including managing updates to the company website
- This list is not comprehensive and other duties will be required from time to time.

Skill Set:

- Dynamic, committed and hard-working
- Analytical approach to tasks
- Good at building relationships
- Excellent communication skills, both written and verbal
- Problem solving

Good attention to detail and must be comfortable working both independently and as part of a team.