

**Job Title:** Operations Administrator

**Reporting to:** Head of Operations

**Salary:** £14-16k/annum depending on experience

**Hours:** 40 hours per week on a rota Monday-Friday (office hours GMT)

**Location:** Homeworking. Applicant must have access to reliable broadband internet. Push will provide required hardware and software.

We are looking for a reliable administrator and assistant to provide administrative support to the Head of Operations.

The ideal candidate will have excellent communication skills, both written and verbal, and be highly competent in prioritising work. We are looking for someone with great attention to detail, who enjoys working collaboratively with others, and is keen to learn new skills.

#### **Key responsibilities & duties**

- Assist the Head of Operations in the management of our global production network
- Undertake planned daily administrative tasks
- Take minutes and arrange meetings
- Maintain records and update google sheets with work activity
- Create and maintain sales and operations databases with financial and other data
- Submit timely reports when required
- Provide administrative support for ad hoc activities as delegated by Head of Operations
- Log hours accurately using online business tools provided by Push
- Role will also involve ad hoc support for the Operations Manager and the Ecommerce help desk

#### **Personal Specification/Requirements**

- Proven experience in a customer facing or other relevant role
- Outstanding communication and interpersonal abilities
- Excellent organisational skills
- Thoughtful and inquiring approach to work activities
- Good knowledge of MS Office suite
- Some knowledge of Google Drive, Google Sheets, Google Slides, Google Docs

#### **Application process:**

- Please submit a curriculum vitae to [joanna@pushmerchandising.com](mailto:joanna@pushmerchandising.com)
- First stage interviews will take place by phone or video conference

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