

Job title: Operations Administrator

Start date: Immediately

Due to a maternity leave, M&M Waste Solutions are looking for a highly organised and efficient professional with a strong background in administration to join our Operations team in order to assist with the performance and maintenance of responsibilities and obligations of the organisation.

For this role of **Operations Administrator**, you will be resourceful, have excellent organisational skills, be a good problem solver, and have the ability to work on multiple tasks at once. You should possess excellent communication and interpersonal skills.

This role is available on a 15-month fixed term contract potential to full time position within the business.

Responsibilities

- Provide administrative and support services to the Operations Team.
- Be responsible for the administration of operational records.
- Edit and update spreadsheets and other business documents.
- Assist with the completion of Health and Safety reporting systems.

Skills/Experience /Qualifications:

- Minimum of 4 GCSEs at grade A* - C (9-4) or equivalent including English and maths, although A-Levels or equivalent qualifications would be beneficial
- Experience of working in an administrative role.
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel.
- Have good organisational skills and demonstrate a strong attention to detail.
- Ability to work under pressure and meet deadlines.
- Ability to work independently and as part of a team.
- Excellent written and verbal communication skills.
- A willingness to learn and the ability to adapt are essential.

Salary: £22,000.00 - £25,000.00 per year based on experience

Schedule: Monday to Friday from 8am to 4:30pm.

COVID-19 considerations: We are a COVID-19 secure place

Work remotely: No

Please send your CV to compliance@mmskiphire.com