

PERSON SPECIFICATION

OPERATIONS MANAGER

THIS IS A CHALLENGING YET REWARDING ROLE WHICH REQUIRES A FORWARD THINKING TEAM PLAYER.

ESSENTIAL

- EXCELLENT CUSTOMER SERVICE SKILLS.
- ABILITY TO TEAM BUILD AND PROMOTE A POSITIVE ATTITUDE.
- STRONG COMMUNICATION SKILLS.
- PEOPLE MANAGEMENT SKILLS.
- ORGANISED AND ABLE TO COPE IN A FAST PACED ENVIRONMENT.
- HIGH STANDARDS OF HYGIENE.
- ABILITY TO FOLLOW POLICIES AND PROCEDURES AND ADHERE TO STRICT DEADLINES.
- FLEXIBLE.
- ABILITY TO CONTRIBUTE TO THE DEVELOPMENT OF BOTH YOUR TEAM AND THE SHELTER.
- ABILITY TO MULTI TASK AND DELEGATE WHERE NECESSARY.

DESIRABLE (BUT NOT ESSENTIAL)

- KNOWLEDGE OF EMPLOYMENT LAW.
- KNOWLEDGE OF HEALTH & SAFETY.
- TRAINING EXPERIENCE
- UNDERSTANDING OF BASIC FINANCE AND COST CONTROL.

FULL TRAINING WILL BE PROVIDED TO THE SUCCESSFUL CANDIDATE.