



Role Title and Location: Operations Administrator
Okehampton, Devon

Reports to: Operations Director

Further information: £24,000 to 27,000 pa depending on experience
Full-time, although a part time position may be considered.
Please contact us to discuss.
Permanent - Monday to Friday 0845 to 1715

The Role

An opportunity has arisen within Ideal Lifts Service Ltd for an office based Operations Administrator to join the company, helping to organise planned and reactive work for our engineers and providing support to the Operations team.

This is an exciting opportunity for anyone with a proven background in this discipline, or someone looking to further their career from a similar position.

What are the benefits for you?

- An excellent opportunity to develop your career within the lift industry in a dynamic fast paced environment
- Each day presents a new challenge: certain tasks may test you as individual but will also provide you with huge satisfaction as these challenges are met
- A chance to have a direct hand in improving the company's systems and procedures as we continue to grow
- An outstanding opportunity to work with site and office staff as well as direct contact with customers and end-users
- Opportunities to attend seminars, conferences and exhibitions

What's great about the team at Ideal Lifts?

- We are a friendly, focussed and open-minded team who support one another in what are common goals across the company, willing to impart knowledge, experience and opinion including the development of existing and new roles, systems and procedures
- Our work can be complex, challenging and innovative. It takes a range of professionals across the engineering and commercial spectrum to carry it out. Whatever each of our team specialises in, we all share the same mind-set: a drive for continuous improvement
- Our forward-thinking team is ready to welcome an intelligent and motivated individual who can ensure customers expectations and needs are exceeded on a consistent basis



Who are we looking for?

- We are seeking someone who can use their outstanding interpersonal skills to be decisive, approachable and a true team player
- Experience using MS Office and preferably field-service-management software, with excellent attention to detail
- Someone who is proactive, highly motivated and possesses a calm professional manner, even when priorities are changing rapidly. Our ability to be flexible and respond in a positive way is key
- A natural communicator, able to build strong relationships, with an enthusiastic, pro-active and tenacious personality, who can prioritise tasks by understanding business needs as well as managing the day-to-day tactical decisions
- A proven track record in the support of field-based / remote staff or projects in a relevant business environment
- Someone who can apply problem solving skills to overcome challenging situations and apply what has been learned from the experience to improve the business, as well as identifying opportunities for continuous improvement
- Good local and national geographical knowledge
- Technical experience of the lift industry is a benefit but not a requirement as all training is provided

What do we offer?

- 25 days holiday plus bank holidays
- Company pension and childcare voucher schemes
- Superb learning, development and training opportunities
- Regular personal development meetings
- Company clothing
- Profit share scheme
- Long service awards
- A competitive salary negotiable dependant on experience and qualifications

How do I apply?

If you think this could be the opportunity for you and would like to discuss this opportunity further, please contact our Operations Director Steve Short on 01837 659 734 and email your CV with covering letter to steveshort@ideallifts.com