



Role: Operations Administrator
Location: Watford
Salary: £22,000 - £24,000 per annum based on experience
Working Hours: 35 hours per week, Mon to Fri
Start Date: Immediate

“Are you an ambitious and hands-on individual ideally with a passion for the Sports and Event industry looking to take the next step in your career? If so, this could be the role for you”.

CSP Ltd. are a leading Traffic and Event Service provider. We work in partnership with many of the leading sports and entertainment venues throughout the UK, providing a number of services including; Internal and External Traffic management, Security & Stewarding and Crowd management services.

About the role:
We are seeking a dynamic individual to undertake a key position in the Operations department, playing a critical role in providing administrative support, including but not exhaustive to, department scheduling, CSP sales process, facilitating travel arrangements, standardisation of operational documentation. In addition, the Operations Support Coordinator will provide support to the operations management team with the coordination of special event planning and delivery. The Operations Support Coordinator reports to the Senior Operations Support Manager and will be based at CSP’s Head Office; however, occasional national travel may be required

About you:
You will be a multi-tasking, flexible, organised individual who is detail orientated and learns quickly, and has a great appetite for working to deadlines and managing multiple priorities, at times with conflicting timelines. You will be an excellent relationship builder as the role requires engagement with various stakeholders, both internally and externally. You will have a real appetite to grow and develop in a fast-paced environment., no specific qualifications are required for this role, but you will be able to demonstrate strong IT skills, proficient in Microsoft Office (Excel, Powerpoint and Word).

Previous experience in an administrative role would be desirable, although not essential. This role will also provide a fantastic career opportunity for a Business Management Graduate.

- Benefits include:**
- Competitive salary
 - 23 days paid holiday per year, rising to 25 days
 - Private medical insurance
 - Life Assurance (4 x annual salary)

To apply for the role, please click this link <https://jobs.talentspa.co.uk/talentspa/search/vacancy/all/1/4518061>



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