



**Role:** Operations Support Coordinator  
**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 provide comprehensive support to the Operations department, to oversee the administration of department scheduling, the sales process, making travel arrangements, standardisation of documentation and filing as well as 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..

- 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 visit the TalentSpa website - <https://jobs.talentspa.co.uk/talentspa/search/vacancy/all/1/4357732?iframe=true>



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