

Job title : Operations Executive

Location : Wandsworth, London SW18

Salary range : £22,000/yr - £26,000/yr, Full time

Date posted : May 2023

The Company:

We provide quality timber windows and doors for the London property market.

Increasingly London's stock of period timber windows has reached the end of their serviceable life – Ayrton replace these beautiful period windows & door beautifully. The business strategy for Ayrton is to drive growth in sales by focusing on our reputation for accurately replicating these fine old windows with a quality replacement product, accompanied by a market-leading level of service.

Our business has grown by 50% since 2020 as this strategy for growth continues. This financial year the company expects turnover to grow by 15%.

The Role:

We are looking for a highly organised Operations Executive to assist with operations management and client relationships. You must be customer focused, possess excellent communication and project management skills, and have a good eye for detail. The successful candidate will be expected to be proactive, committed and able to use their own initiative.

The Responsibilities:

- Client support and in bound call-handling for the wider team
- Assisting with scheduling and allocating the necessary resource for varied installation types and durations
- Preparing payment runs for our suppliers & expenses for our staff
- Ordering office supplies & communicating with our factory for aftercare queries, for both inbound out outbound materials
- Data management and activity records
- Managing our stock of ancillary materials efficiently
- Liaising with the Sales & Design teams on technical issues and for product expertise

Skills/Qualifications:

REQUIRED

- High level of verbal and written communication skills
- Strong observation skills – “eye for detail”
- Customer service background
- Strong self-motivation and ambition
- Good commercial awareness
- Ability to work effectively alone
- PC literacy- knowledge and experience of MS Office suite
- A level – Degree level

DESIRABLE

- Experience in an operations environment
- Direct experience in working within the construction industry

Benefits:

- 22 days of holiday (excluding bank holidays)
- Bonus scheme
- Pension
- Health insurance
- You will be joining an experienced and extremely talented team, who will help you grow professionally by providing valuable mentoring and development opportunities.