**SILTBUSTER LTD**

**POSITION DESCRIPTION: Business Operation Support**

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| **DEPARTMENT:** | Finance | |
| **LOCATION:** | Monmouth | |
| **POSITION PURPOSE*:*** | Provide operational support to for effective and efficient business operations. The role includes actively supporting projects and initiatives in the preparation of project plans as well as the organisation of key meetings, travel and essential document preparation for internal and external activities. | |
| **RESPONSIBLE TO:** | Finance Director | |
| **RESPONSIBLE FOR:** | Support | |
| **REGULAR CONTACTS:** | **External** | Customers, Client and key suppliers  Local community, business groups and council |
| **Internal** | Senior Leadership Team  Functional managers across the business  Workdry Central Support Departments  Workdry Group Businesses |

**MAIN RESPONSIBILITIES:**

* Provide support on specific and strategic project activities as defined by the Finance or Managing Director; including collating data, research and presentation of key information.
* Provide support on process improvement initiatives in the business that may be aligned across business units / Group activities; including the preparation of plan of actions and tracking progress.
* Coordinate internal information associated with business governance, including support on preparation for board or client meetings, such as presentations and compliance documentation.
* Collaborate with internal and Group business unit areas in providing administration support for key leadership / management meetings.
* Provide support to planning internal and external meetings, including travel arrangements for the business senior leadership and members of the Group C-suite when required.
* Provide support on pre-qualification submissions, including bids to Welsh Government
* Collate business critical information in relation to ESG (Environmental, Social, and Governance) and CSR (Corporate Social Responsibility)
* Lead and support on internal and external event planning, liaison with suppliers and customers as appropriate.
* Operate diligently and effectively in a fast paced and agile environment whilst maintaining confidentiality at all times.

The main responsibilities are outlined above. This is not a definitive list, and other tasks/activities may be necessary as the Company’s commercial and operational activities require.

**QUALIFICATIONS & EXPERIENCE:**

* Exceptional organisational and time management skills, adept at managing multiple priorities with clarity and follow through to completion.
* Proven business administrative experience, including support to senior leadership.
* Advanced proficiency with Microsoft 365 (Outlook, Word, PowerPoint, Excel-Pivot Tables), Visio.
* Excellent written and verbal communication, with the interpersonal maturity to liaise confidently across teams internally at a senior level as well as externally.
* Proven ability to exercise sound judgment, diplomacy, and confidentiality in all interactions.
* Proactive problem-solver who is resourceful and detail orientated.
* A calm, positive "can-do" attitude and sense of humour to build rapport across a multi business organization.