

**** NEW JOB**** A creative start up organisation is looking for an Operations Director. Paying £50,000 and based in Brixton. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Operations Director

Location: Brixton

Salary: £50,000

Job Description:

The job role is extremely varied and includes:

- day to day running of the business
- managing our property portfolio
- overseeing the day to day management of our guardians
- overseeing the head office team

The role will oversee the following areas:

Operational Management:

Ensuring all buildings are fully operational and processes are running smoothly. Including overseeing our property managers, property inspectors, maintenance team, build team, landlords and compliance on every site we manage.

Guardian Management:

Working closely with our guardian and community managers to maintain 100% occupancy and ensure we build continue to build a collaborative community in every building. Our guardians are the lifeblood of our business and the level of service we give them needs to exceed all expectations.

Fostering Community and Connecting Members:

Building a collaborative community environment amongst our guardians and connecting them to one another is a one of our key aims. Creating plans to improve and evolve our strategy to better serve our guardians.

Processors and Compliance:

Helping to create and update our internal and external processes and long-term plans to ensure everything runs smoothly.

Co-Living Development:

As part of our expansion, we are looking to develop our own affordable co-living brand which we will build and manage in house. This will involve putting all the systems in place before and subsequently managing the portfolio moving forward.

Skills and Experience:

- Ambitious, passionate, driven, and proactive.
- Highly organized, efficient and have a good level of administrative skills
- Attention to detail
- A basic ability to understand IT systems and online accounting tools
- Project management, handling multiple tasks at one time.
- Comfortable with ambiguity and can break-down problems into structured steps to solution-finding.
- The ability to work on your own initiative and self-motivated

Experience:

- Property background desired but not essential
- Ability to demonstrate leadership and manage a team
- Previous project management experience, including processes, communication and evaluation
- Financial and resource planning