

## Operations Manager

**Type of Contract:** Permanent

**Hours:** Full time

**Salary** – £20,000 - £25,000 plus benefits

**Location** – Preston, Lancashire

### Overview

An exciting opportunity has arisen to join our team within this fast-growing training organisation. This role will give the individual the opportunity to utilise a variety of skills, playing a strategic role in the development and management of the organisations processes and procedures.

SR Supply Chain Consultants Ltd (SRSCC) has been successfully delivering procurement training and the Chartered Institute of Procurement and Supply (CIPS) qualifications to both public, private and third sector organisations since 2007. A renowned CIPS Centre of Excellence we have study centres located across the country including Manchester, London, Birmingham, Warrington, Southampton, Sheffield, Penrith, Preston and Leicester. SRSCC are the UK's biggest provider of the Commercial and Procurement and Supply Apprenticeship.

### Key Responsibilities include:

To develop and manage a team of business administrators and internal processes, ensuring the efficient and effective management of day-to-day activities within the business and across our study centres in line with business strategy.

This will include managing and overseeing the following business functions:

- Customer Service
- Quality and Contracts
- Finance and Procurement
- Planning and Data Services

### Essential Criteria

Commercially astute with management experience

Ability to influence and manage stakeholder expectations

Excellent communication skills and ability to manage professional relationships

Ability to identify risks and make plans to mitigate through continuous improvement of in-house processes and procedures

Proven track record of decision making and problem solving

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#### *Address*

Suite 8 Business First Centre,  
Millennium City Park,  
Millennium Road,  
Preston  
PR2 5BL

Analytical skills

**Desirable**

Experience with apprenticeship management/Ofsted

Experience with Onefile

Familiar with PICS

Knowledge of ILR data returns, EFSA and Ofsted criteria

Knowledge of CIPS qualification

CV and covering letter should be emailed to [greg.jackson@srscc.co.uk](mailto:greg.jackson@srscc.co.uk)

**Closing date: 26<sup>th</sup> April**

**Interview date: 3<sup>rd</sup> May**

*Address*