



Job role: Operations Executive

Location: Reading

Type: Permanent

Start Date: ASAP

Salary: £26,000-£28,000 + training + company benefits

An excellent opportunity has come up with a growing, global company who specialises in business innovation and business change. Are you focused, self-motivated, and looking for your first step into a full-time role? If so, this could be the perfect opportunity for you!

Pink Elephant is a global Service Management specialist helping organisations accelerate their implementation of Service Management best practices through our training, consultancy, IT Support and ITSM technology services. Our ITSM solutions support our clients with their end-to-end (Enterprise) Service Management initiatives by connecting People, Processes and Technology.

The ideal candidate will have demonstrated an ability to go above and beyond the requirements put in front of them. We are looking for someone who has excellent communication and organisational skills. Furthermore, this candidate will have the aptitude to be proactive with their tasks and manage their own time. This role would suit someone coming into their first full time job.

Purpose of the role

- To act as the single point of contact for general administration of the UK office
- Support daily business operations, coordinating with internal teams to manage schedules, resources, and deliverables for the smooth delivery of services.
- Maintain accurate records, documentation, and reporting
- Assist with process improvement initiatives to drive efficiency
- Provide proactive sales support to help internal teams and clients achieve successful outcomes.

Skills and Qualifications

- A self-starter with good administration and organisational skills.
- You must possess clear communication skills, both written and oral, display own initiative and be able to manage your workload.
- You will possess good knowledge Microsoft Office skills, especially Excel, Word and Outlook.
- Proactive and self-motivated with a customer-focused approach.
- Bachelor's degree or equivalent.

Benefits

- Company pension
- Private healthcare
- 24 days annual leave + bank holidays
- Life insurance
- Education / training opportunities