



WE NEED YOU

WE'RE LOOKING FOR

Client Operations Administrator

LOCATION:
Hertford

WORKING HOURS:
Monday to Friday, 37.5 hours per week

DAY RATE:
£100 per day

OTHER BENEFITS:
PerkBox Discounts

CONTACT TYPE:
Temporary: 4-Week Contract

REPORTING IN TO:
Client Operations Manager

WE'RE LOOKING FOR AN ORGANISED INDIVIDUAL

Our Client Operations Team is responsible for the delivery of all client-related operational requests within Blue Square including the management of all travel and accommodation requirements, alongside responsibility for the life cycle of Blue Square and Client assets which include the purchasing, tracking, storage, distribution, and administration of all goods.

TO MAKE A REAL DIFFERENCE IN THESE AREAS

ADMINISTRATION

- To carry out administrative work and operational responsibilities to ensure the smooth running of all day-to-day bookings/requests such as: Travel, Accommodation, Meeting Rooms, and Overseas requests
- Ensure ongoing client operations requests are managed and delivered within the agreed Service Level Agreements (SLAs)
- Always adhering to company and client budget constraints ensuring the purchase order process is followed
- To provide outstanding service to the client through efficient communication and ability to meet deadlines
- Implement any necessary changes from a booking's perspective for planned events and campaigns
- Support new starter inductions including uniform, assets, business cards and any other ad hoc requests
- General purchasing orders

OUR IDEAL PERSON & THE ESSENTIALS WE'RE AFTER

- You're able to demonstrate excellent organisational skills
- You're able to work independently and in a team environment
- You're detail orientated with the ability to get things right first time
- You're able to follow clearly defined processes
- You're process driven with continuous improvement mindset
- You've able to demonstrate excellent customer service skills
- You're confident talking on the phone and can communicate effectively

SUPPORT
CLIENT
OPERATIONS
ADMIN

Our ETHIC values are at the core of everything we do, the way we think, the approach we take. These five values are qualities we look for in every single member of the Blue Square team.

