

Operations Manager - Carlisle

Role Profile

With ambitious growth plans, Grain Connect is going from strength to strength and now require an Operations Manager to be based at our Head Office in Carlisle. Though a new role for our business, you will be a crucial member of our Head Office team, tasked with overseeing the smooth running of various aspects of the business including fleet management, compliance management, facilities management, and policies & procedures.

Main Responsibilities

Fleet management

- Insurance
- Stock levels
- Maintaining Servicing & MOTs records and ensuring all vehicles are 'road legal'
- Vehicle and Fuel card assignment
- Creating and maintaining an accurate asset schedule

Compliance management

- Wayleaves, code powers and code notices compliance
- Accreditations (e.g., ISO, ISPA membership)
- GDPR compliance procedures
- Data security policy
- Data retention policy
- Data breach incident record

Policies and procedures

- Maintain an accurate document management system
- Management of a risk register
- Monitor mandatory training
- Carry out internal audits and present data to senior management

Facilities management (Office and Data Centre)

- Liaising with suppliers to maintain an acceptable stock of consumables in the office
- Liaising with contract cleaners ensuring buildings are kept to a high standard
- General maintenance management of the buildings both internal & external
- Office set up etc
- Alarm call-out procedures
- Highlighting Fire safety procedures
- Carrying out Health & Safety risk assessments as and when required

Working hours

- 37.5 hour per week, Monday – Friday, 9.00am – 5.00pm

Experience required

- You must have a flexible and proactive approach to your workload
- The ability to create professional working relationships with colleagues in all levels of the business
- You will have the ability to organise and prioritise a high workload whilst maintaining a high attention to detail
- You will be a self-starter and continuously seek to improve procedures
- Strong IT skills and experience of creating reports for senior management
- A willingness to learn & develop in your role as the business grows
- Previous experience in an Operations role or similar is essential
- Full UK driving licence

Excellent Employee Benefits

- Salary of up to £40,000 per annum, dependant upon experience
- 25 days annual leave, plus paid bank holidays
- Up to 7% pension contribution
- 4 times salary life insurance cover
- Employee Incentive Scheme
- Employee Referral Scheme
- Perks at Work Scheme

About Grain

Grain is a fast-growing national broadband provider, headquartered in Carlisle, with a range of opportunities across the UK. Unlike some providers, Grain builds their own dedicated fibre optic network with a unique cable to the home (FTTP), delivering some of the fastest broadband products and helping bring digital transformation to the UK.

Having recently announced a £75 million investment, now is the perfect time to join one of the fastest growing companies in an exciting industry – apply today!