

Title: Operations Manager:  
Location: Swords, Co. Dublin  
Contract: Permanent Full-time  
Salary: Depends on Experience  
Min Experience required: 5 years  
Contact name: Jackie Donegan

Key Responsibilities:

- To provide administration support to the team
- Manage the Best Workplaces survey process
- To schedule and deliver client surveys from beginning to end
- To produce and send all reports in a timely and accurate manner
- Manage reporting requests from clients
- To organise the Best Workplaces annual awards dinner and other events throughout the year
- Weekly reporting to the Managing Director
- PA Support to the Managing Director
- To undertake any other duties and responsibilities as instructed

Competencies:

- Excellent organisational and time management skills
- Excellent interpersonal skills
- Excellent Attention to detail
- Excellent Customer Service Skills
- Strong IT skills essential
- Used to working in a team
- Able to work using own initiative
- Fully proficient in Microsoft Word and Excel