



BEYOND Business Travel

About the Company

Beyond Business Travel is changing the world of business travel. We are a dynamic, innovative and fast-growing travel management company based in Belfast and Dublin. We have big growth plans which means we need an operations manager to join our team.

The Role

This is an exceptionally varied role in a busy environment. It is a key appointment for the business as be part of the management team, reporting to the managing director. To be successful in this position you will be a dynamic and positive force with demonstrable communication and people skills. Will be committed to continuous improvement of processes and systems as well as driving performance through motivating a team.

Summary

- Managing the day to day operations of the Belfast team
- Improving the operational systems, processes and policies and embedding a culture of continuous improvement
- Managing all aspects of managing a team of 15-20: training plans, induction plans, regular appraisals.
- Working in collaboration with other business areas to deliver projects on budget, accurately and on time

Essential

- Minimum 3 years' experience in office management or operations role
- Knowledge and experience in organisational effectiveness and implementing best practices
- Have a proven record of success in engaging, inspiring and leading teams
- Analytical ability necessary to gather and interpret data, and develop, recommend & implement solutions
- Strong Microsoft Office skills
- Strong communication & interpersonal skills
- Strong can-do work ethic and ability to work in a face paced working environment;
- Motivated, enthusiastic and positive
- Strong focus of continuous improvement

Desirable

- Qualification in HR
- Experience of ISO 9001 or other equivalent accreditations
- Full driving license
- Strong numerical skills
- IT or Project management qualification
- Knowledge of databases, advanced spreadsheets and statistical tools

If you feel you have the above experience send me across your CV, this is a fantastic opportunity to work for a successful, growing company.

All applications will be treated with the strictest of confidence