



SUMMER 2018

NEW VACANCY

TRUMAN MARKETS: OPERATIONS ASSISTANT

The Old Truman Brewery is looking to recruit a new member to our Truman Market's team. The successful candidate will help facilitate and maintain the running of our vibrant and eclectic weekend venues and market led events.

Weekend duties include:

- Liaising with both account managers and maintenance staff throughout the day
- Ensuring clients and customers are provided with the best possible service
- Making sure our venues are maintained to the highest standards
- Problem solving in an efficient and professional manner
- Communicating with and directing cleaning staff
- Detailing any operational issues that arise that require actioning throughout the week
- Observing and contributing ideas to the operational development of our markets

Experience:

- This is an entry level position

Weekday duties include:

- Developing strong relationships with all departments within OTB (Estates, Events, Maintenance, etc.)
- Reporting and following up on operational issues that may arise within our seven market venues
- Attending relevant operational meetings
- Assisting in the production of our weekend markets and market led events
- Actively developing more efficient operations processes and procedures for Truman Markets

Applicant is required to have:

- Excellent communication skills
- Assertive, confident, courteous and a personable character is vital
- Proficient computer skills including knowledge of Microsoft Office – Outlook, Excel and Word
- Ability to take on instructions quickly and efficiently
- Capacity to work both independently and proactively

This role is full-time (min 45 hours): Monday to Friday (Sat and/or Sun a minimum of three times a month with days off during the week in lieu) with a 3 month trial period.

If you're interested please email a cover letter and CV to ray@trumanbrewery.com or hand into the events office located in Ely's Yard.