

NEW VACANCY

FULL TIME MARKET'S OPERATIONS ADMINISTRATOR

The Old Truman Brewery is looking to recruit a new member to our market's department. The successful candidate will oversee the logistical running of all aspects of our vibrant and eclectic weekend venues.

Weekday duties include:

- Managing a team of cleaners making sure that the venues are of the highest possible standards
- Liaising with both management and maintenance teams in flagging up jobs and making sure that they are actioned
- Overseeing the logistical undertaking for the various market led events that we house onsite
- Communicating with prospective clients and facilitating their trading
- Developing ideas and systems to improve the efficiency of our weekday and weekend operations

Weekend duties include:

- Liaising with all market's on-day staff and assigning them specific jobs
- Working alongside our weekend maintenance team in anticipating and reconciling any unforeseen and ongoing issues
- Accountable for the maintenance of all eight of our weekend markets
- Supervising the load in and out of the market

Applicant is required to have:

- Experience of managing cleaners and logistical operations essential
- 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 board instructions quickly and efficiently
- Capacity to work effectively and independently

This role is full-time (min 45 hours): 3 weekdays + Saturday and Sunday
with a 3 month trial period.

If you're interested please email a cover letter and CV to tom.i@trumanbrewery.com
or hand into the events office.