**Operations Coordinator**

**Laleham**

**Salary : £25,700**

**Full Time Permanent Position**

**Date Required : 30th June 2025**

Are you looking for a stable job in a growing company?

Do you enjoy being part of a successful team?

If so, we are looking for someone to join our team in our Laleham Depot as an Operations Coordinator.

Your day-to-day duties will be to work with our technicians, supervisors and management allocating work, routing and depot administration. Your attention to detail and record keeping will be vital in the success of our business. You will liaise with internal and external stakeholders and accurately deal with their enquiries.

**In return for your expertise, you will get:**

* Competitive Salary of £25,700 (Based on a 37½ hour working week Monday to Friday)
* 23 days holiday plus bank holidays (31 days in total)
* Holiday buy and sell scheme after 6 months of service
* Career progression opportunities
* 24 hour personal welfare helpline
* Pension
* PHS Perks discount card, accepted at over 850 retailers

Are you looking for career development? You will also have access to ILM certified courses.

**What can you expect as an Operations Coordinator at phs Greenleaf?**

* Your expertise will be vital in communicating job expectations, planning and monitoring of work.
* Your knowledge and skills will be utilised to manage data across various systems and compiled reports.
* You will be raising purchase orders and dealing with our supply chain.
* You will receive great support from department heads and will liaise with other departments on a regular basis.

**What will you need to be an Operations Coordinator at phs Greenleaf?**

* Safety and legal compliance are a must. We welcome applications from people with a good safety record.
* Well-developed communication skills.
* Previous experience (1+ years) in an administrative role.
* Great attention to detail and computer literacy will help you as you progress through your career with phs Greenleaf.

If this sounds like the job for you, we would love to hear from you.

To ensure that you feel at ease throughout this process and your time with phs Group, we offer a fully diverse and inclusive culture to help you reach your full potential.