

JOB TITLE:	Operations Assistant/Support	REPORTS TO:	Operations Director
DIVISION/DEPT:	Operations	LOCATION:	United Kingdom
<i>Send applications and CVs to careers@bandweaver.com</i>			

Role Purpose

Bandweaver Technology Ltd is a subsidiary of Bandweaver Technologies which is a Shanghai based company in the high-tech sector of fibre optic monitoring (with 300 global employees). As a young and fast-growing company, we are looking for a capable and self-motivated professional to join our operations team in the UK office, which services customers worldwide.

This is a permanent role based in Bandweaver’s UK office in Guildford. As a key employee in a dynamic company you will need to be flexible and adaptable. You will have the opportunity to work with diverse cultures in a global environment, with our partners and customers. The role will be mainly administrative, with potential to scale to the applicant’s capabilities.

The work will be varied and will touch upon all the tasks below and more. Prior experience is an advantage, but not vital. On-the-job training will be provided for all aspects of the role. This is a great opportunity for a capable and ambitious professional to join a small team in a growing company. You will have the potential to have a tangible impact and real scope for growth.

Key Responsibilities

- Operations Support – Projects and order delivery
 - Order processing – contract review, order input and acknowledgement
 - Procurement support – purchase order input and issue, supplier management
 - Logistics support – shipping documents, courier booking, liaising with freight forwarders.
 - Customer invoicing and revenue recognition
 - Managing overall schedule for order deliveries
 - Liaising with the operations team in Shanghai for order updates from the factory
- Admin support
 - Working closely with the Operations Director, assisting in admin and ad hoc duties
 - Office management
 - Management of the Asset Register
 - Support with staff travel arrangements.
 - Support Operations Director in liaising with the landlord and office services like cleaners, for office maintenance and related matters
- Manage rental and demo equipment
 - Managing the schedule for rentals and monthly invoicing
 - Logistics for rentals and customer demo/POCs

Typical Outputs

- PO review documentation
- Accounting system generated order acknowledgments, purchase orders, invoices
Shipping documents – packing lists, commercial invoices, etc.

Person Specification

Behavioural Attributes / Competencies

As part of a small team in a growing vibrant start-up, it is anticipated that the range of responsibilities and tasks will be variable and so flexibility, adaptability and integrity are vital

- Excellent communication and people skills
- High level of organisation: Organised with strong time management and prioritisation skills
- Detail-oriented: Attention to detail is important for all order processing, procurement and invoicing tasks
- Level-headed: Able to work under pressure.
- Self-motivated team-player: Able to manage time and multi-task. Also support other colleagues when it's required.
- Effective communicator: Strong verbal communication skills, will interface with customers and also internally both with technical and commercial personnel

Knowledge, Skills & Experience

- Experience in one of the following will be an advantage:
 - Procurement
 - Logistics
 - Contracts management
 - Office management
 - Planning and scheduling roles
- Strong IT skills
 - Microsoft – Word, Excel, Powerpoint
- Languages: Chinese would be an advantage