



Operations Assistant - NCAB UK

Reporting to Operations Manager

About the role

Due to progressive growth and expansion, NCAB UK (Europe's No. 1 PCB provider) are looking for an Operations Assistant to work at our NCAB Group UK office based in Devizes, Wiltshire. This role has been created to address the growing need for dedicated administrative support to keep pace with the increasing levels of business at NCAB UK. We live and work by Quality First, Strong Relationships, Full responsibility and Environmental sustainability.

The primary role for the Operations Assistant will be taking ownership of key admin duties whilst gaining familiarity with all operational department routines. With further internal and external training it is expected this role will absorb additional responsibilities.

Key responsibilities

1. Supporting operational departments, such as quality and warehouse (with relevant training) – ad hoc
2. Assist Operations Manager with freight profile and price benchmarking activity
3. Monitor freight performance and service levels
4. Check freight invoices for accuracy and ensure all freight costs are recovered
5. Processing of warehouse transactions (booking in / booking out)
6. Archiving of reports and despatch notes

Key Skills & Behaviours

- Excellent organisational and planning skills
- The ability to work to tight deadlines with limited supervision
- Strong communication skills
- Good interpersonal skills for building relationships with customers and colleagues at all levels
- The ability to plan and prioritise your own work
- Remain calm under pressure

- Decision making ability
- Accuracy and attention to detail
- Strong work ethic

Required Experience & Qualifications

- Strong commercial awareness
- Previous experience of administration and ideally logistics
- Experience of working within a team
- Able to work under pressure in a fast paced environment

Interested?

If you are a competent individual and would like to take on a challenging role within a fast paced company - please contact **Ann Harwood** on 01380 736146 or e-mail **ann.harwood@ncabgroup.com** for further information.

NCAB UK
Units 1-3 Hopton Industrial Estate
Off London Road
Devizes
Wiltshire
SN10 2EU