

## Operations Assistant

Premier Connections Travel Ltd based just off Luton Airport began in 2002. We are now a £2M turnover business with a passionate, loyal, and reliable core team of individuals, who work hard to deliver the highest levels of service to our customers. Premier delivers services in the local area and throughout the UK and Europe focusing on passenger transport.

An opportunity now exists to join our growing team in the new role of Operations Assistant supporting our Operations Manager. If you are self motivated with the right core qualities, we will invest in you to give you the training, skills and qualifications required for the role.

Two Operations Assistants are required to work within a busy Operations Department with the following core qualities:

- Computer literate with the ability to learn new systems
- Excellent interpersonal skills
- Ability to effectively communicate with customers, suppliers and our Driving team
- Ability to absorb industry regulations and assist in application of regulations
- Excellence in record keeping
- Ability to organise others and not be afraid of challenging others in the pursuit of running an effective department
- Ability to problem solve under pressure in the most cost effective way
- Flexible approach to time in pursuit of fulfilling task
- Ability to prioritise tasks but still ensure all completed to deadlines set
- Industry knowledge and qualifications useful but not essential.
- Positive, light hearted approach, sense of humour essential.
- Ability to manage night time operations emergencies

These roles will initially work on a 12 hour, 4 days on, 4 days off shift initially but may change from time to time with company needs.

If you are looking for a new challenge and believe you have the qualities above, please forward a full CV and a brief summary explaining why you are the right candidate for the position to [Neil@premier.gb.com](mailto:Neil@premier.gb.com)

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