

Operations Coordinator

Permanent Role

Location: Office based, Brighton & Hove

Up to £32,000 DOE

Plus bonus & benefits

Operations Coordinator – up to £32k p/a + Benefits Based in Brighton & Hove, United Kingdom

The Company:

An exciting opportunity has arisen for an Operations Coordinator to join The ZDL Group!

We are one of the UK's leading and award-winning Cyber Security consultancies. We're proud to be a vibrant and progressive company with an agile team who are Passionate about all things Cyber Security related. This role will play a vital part of our expanding team, and you will be a very important part of our Operations team.

We have an energetic and dynamic office culture where you can grow your career and really make a role your own. We encourage autonomy and are also proud of our brilliant teamwork. We have a history of promoting from within our company as well.

The successful candidate will be based in The ZDL Group's office in Hove for this permanent full-time role. In return, we will offer you a competitive salary and benefits package including our EMI Share Option Scheme, Private Medical Insurance and bonuses paid every 6 months.

Your next right move:

You'll report into our Operations Manager and assist in, to name a few: Scheduling of Projects, Documentation Quality Assurance (Statement of Works and Reports), Tracking and Monitoring activities, Weekly Update Reports, Liaising with our Consultants and ensuring all efficiencies of Operations on all levels of the business.

If you are an enthusiastic person who is self-sufficient, trustworthy and used to working to tight deadlines then this could be the role for you! Experience working in a B2B Service environment will be very useful for this role; experience in an IT environment is a great bonus.

You'll spend time checking over documents, and so a high level proficiency in copy editing, grammar, and proper sentence structure is essential.

Roles and Responsibilities (including but not limited to):

- Statement of Works Quality Assurance (review)
- Report Quality Assurance (review)
- Report Delivery via encryption
- Processing Non-Disclosure Agreements and all documents for signature
- Scheduling for the Compliance team alongside the Operations Director
- Ensuring signatures on all documentation via Adobe Sign Tracking Sheet
- Ensuring Compliance Consultants have all pre-requisites for projects

- Setting up Kick-off meetings for Compliance Projects
- Responsible for weekly Compliance Schedule updates
- Tracking project scheduling and delivery dates
- Research for any department

Key skills:

- Report Delivery and Report QA
- Experience in a B2B environment in a service based industry
- Proven experience in reviewing documentation to an excellent standard – high standard of grammar is essential
- Excellent written and verbal communication skills
- Ability to plan and prioritise effectively, well organised, and able to meet tight deadlines
- Interpersonal and communication skills
- Good commercial awareness, builds and manages effective relationships
- Logical problem-solving mentality
- Previous experience working for an IT Company would be an advantage
- Previous experience in working with a growing and dynamic fast-paced organisation is a plus

The successful candidate will need to provide suitable references and will be required to have background clearance checks. Employment will be subject to the results of this screening as well as testing during the interview process for Quality Assurance skills.

If you are interested in applying for this exciting opportunity, in the first instance please provide your current CV and contact details to Nadia Parello, HR Manager, at nadia.parello@zdlgroup.com. For further information, please visit www.zdlgroup.com.

Benefits

- Competitive salary with annual reviews
- Performance-related bonuses
- Company pension scheme
- Private Medical Insurance for the family
- Company Share Option scheme
- Length of Service is linked with increases in allocated holiday days
- Parking/Season ticket scheme
- Bonuses for employee referrals
- Structured learning and development plans which can include support for professional qualifications
- Regular team meetings and social events
- Annual eye tests
- Office First Aider
- Office Mental Health First Aider

About The ZDL Group

At the forefront of IT Security Consulting, The ZDL Group's client base is diverse. Our blue-chip clients span across EMEA and come from all industry sectors from medium-size organisations to the FTSE100. Our holistic, 360° approach to IT Consulting Services and complementary security solutions are unparalleled and enable us to retain our clients by working as their strategic security partner, delivering far greater ROI.

We have two passions, Total Customer Satisfaction and Total Security Management; to deliver this, we employ only the very best people across all our locations in Brighton & Hove, London, Manchester, Edinburgh, Amsterdam, Dublin and the US.