JOB TITLE:	Ops Admin Support	ROLE LEVEL:	
DEPARTMENT:	Field Operations	REPORTS TO:	Operations Support
MANAGEMENT RESPONSIBILITY FOR:	Field Operations Support	DATE OF JOB DESCRIPTION:	23/12/2024

About ITS

We exist to ensure that every business in the UK has access to full fibre gigabit-capable connectivity, through our growing 500+ strong partner community. This enables opportunity, progress, exploration, creativity, innovation and commerce. Rapidly advancing technology means there's never been a more exciting time for you, for business, and for the future

By creating a digital powerhouse, help us build our ITS brand into the best wholesale connectivity provider in the industry and our Faster Britain brand into the most famous business connectivity authority in the UK

ROLE DESCRIPTION:

Accountable for monitoring order of stock, resolving queries and processing ad-hoc exceptions that arise, Fleet Management and support with delivery of Ops Infra projects.

The role is also responsible for supporting the administrative management of all budgets/costs/finance reporting on stock/fleet management and assisting the team across all project builds.

This role will be required to be in the London office on a weekly basis.

KEY RESPONSIBILITIES:

- Support the Operations Infra team, coordinating and liaising with internal and external suppliers and stakeholders with focus on the delivery all material on time and within budget
- Understands and contributes to the current position and future strategies for stock, fleet and builds
- Ensure all financial reporting requirements are on time and delivered with accuracy
- Ensure that all stock is approved and ordered within timeframe.
- Support stock processes by collating data for reporting and providing solutions
- Monitor weekly and monthly reports on stock levels and usage for analysis and trends.
- Support in the implementing of processes to streamline ordering materials and reduce costs.
- Ensure all stock levels are maintained in all suppliers including (Dropship and Mayflex among others if required)
- Maintain the budgets for all builds with materials and ensure all PO's/Invoices are accounted for
- Liaise with Suppliers for all Fleet Management
- Maintain all records for fleet management
- Notify insurers of any changes of vehicles
- Manage all associated processes to ensure compliance for Ringo parking, Congestion zone, Dartford Crossing, Merseyflow, Fast Tag (Mersey Tunnel), M6 toll.

- Collate and ensure all insurances/invoices and any fleet incidents are recorded and maintained
- Record and report on any vehicle changes / orders
- Raise tickets on Salesforce for all builds within Ops Infra
- Assisting Ops Infra team with all aspects of stock management including but not limited to:
- Support Ops Infra Manager to update daily/weekly reports and review against the project delivery milestones, highlighting any risks that may have arisen

About you

- Ability to work at high performance all levels and business functions internally and with critical external third parties
- Ability to work effectively and influence all levels in the company including peers maintaining the appropriate level of partner confidentiality
    - This person should have good knowledge of Microsoft Packages and Salesforce would be a bonus
    - Has good understanding and knowledge of planning, multi tasking several applications
- Professional Qualification (degree or significant industry experience)
- Utilities Experience
- Understanding of OSP Telecoms Network Build (Desirable, however, not necessary)
- Understanding of Fibre Optics Splicing & OTDR testing (Desirable, however, not necessary)
- Understanding of Blown & traditional cable installation (Desirable, however, not necessary)
- Excellent inter-personal and communications skills with capabilities of multi-tasking
- Good working knowledge of companies products
- Good facilitation skills
- Ability to quickly assimilate knowledge from outside own area of expertise
- Order management, material management/ordering