

Job Description

Role: Operations Manager

Location: Office & Field Based – Coleshill, Midlands

Company Overview

Amthal Group is a newly formed independently owned group of established businesses who design, install, maintain, and monitor electronic life safety and security systems. Amthal Fire & Security (AFS) established 2000 operate from St Albans in Hertfordshire with current sales of £5.5m and 65 team members.


Integrated Protection Maintenance Services (IPL) established 2005 operate from Coleshill in Birmingham with current sales of £1.9m and 14 team members. The combined vision of the group is to scale a sustainable and dynamic group of businesses through continuous investment & development in its people.


With a mission to provide compliant protection, unrivalled customer experience and professional service. Committed to achieving operational excellence, through empowering and developing, exceptional talent, to maintain our friendly and supportive environment.


Role Overview


The Operations Manager is a key part of our senior team, responsible for the leadership and growth of the Operations Department. This role will take on the overall responsibility for the project management, administrative coordination, and implementation of business operations, taking all necessary actions and decisions for the management of the team and processes.


The role requires an individual who is flexible across all these areas and who can demonstrate high standards of professionalism in the delivery of high-quality services to our clients. The Operations Manager will need to be collaborative and willing to help others, take on a range of varied tasks, working under pressures, cover leave absences and deal with emergencies.

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Duties & Responsibilities

- Responsible for management of all installation, service and fault works within business.
- Managing and organising tasks required within a fast-paced environment to support the overall business objectives.
- Manage the growth of the operations department, ensuring that the team is vibrant, technically able, and fulfilled in their role.
- Develop, implement, and review operational policies and procedures.
- Set the strategic direction for the department and build systems that encourage growth and improvements.
- Reviewing and approving operational invoices
- Supporting with HR duties such as recruiting and mentoring
- Provide operational & financial reports.
- Ensuring compliance with governing bodies and H&S regulations

Skills & Experience

- At least 5 years in an operations management, project management or similar role.
- Extensive experience in rolling out operational policies and processes in combination with the ability to create definite plans and the dedication to deliver them to accomplish goals and realised outcomes.
- Excellent critical thinking and problem-solving skills
- Communication and networking skills
- People-person, who takes pride in providing good service.
- Good leadership qualities with the ability to provide direction.
- Experienced with data analysis supported by excellent planning and organisational skills.
- Resilient with evidence of being able to work under pressure.
- Influencing and developing team members
- Highly organized and skilled with time management
- High level of personal integrity, professionalism, and work ethic
- Strong project management, planning abilities and decision-making skills
- Experience protecting company classified and sensitive information with confidentiality.
- Valid UK Driver's licence.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

