

Job Advert

Role: Operations Executive
Location: Hybrid - St Albans, Hertfordshire
Salary: £27,000 – 32,000 per annum

About Amthal

We are one of the nation's trusted life safety and security partners. Our mission is to design, install, maintain & monitor electronic life safety and security systems to a level of best-in-class compliance. We deliver this whilst providing an unrivalled customer experience and professional service.

With over 25 years of trading, we have a well-established presence in the industry.

Our vision is to scale a sustainable business through the continuous development and investment in our people; and this is where we need you..


About the role


As an operations executive, you'll support the smooth delivery of work across the job lifecycle, helping ensure a consistent, compliant and high-quality customer experience. The role includes managing accurate documentation, setting up and progressing new works, supporting operational compliance activities and managing our partner network.


You will work closely with engineers, scheduling, billing and key account teams to keep processing running efficiently and our services are delivered effectively. You'll take a lead role in supporting operational compliance working alongside the engineering manager and compliance manager.


About you


You're an organised, detail focused operations professional who can adapt quickly and manage a varied range of operational tasks effectively. You're confident in managing documentation, keeping processes compliant and consistently demonstrate a high level of accuracy and attention to detail.

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Key Responsibilities


- Support the Quoted Department with job lifecycle
- Contractor job management, including work order raising
- Create and submit compliant RAM'S for our Services
- Managing Project close-down for compliant completion
- Monitoring management, including daily activations & URN reinstatement
- O&M Manual creation and submission
- Partner Network management and support
- Cross departmental support for areas including customer support and scheduling

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Registered office: 1 Executive Park, Hatfield Road,
St Albans, Herts, AL1 4TA

AMTHAL
FIRE & SECURITY

IPL
MAINTENANCE
SERVICES

Why we think you would love to work with us

At Amthal, we aim to invest and empower you to continue our mission of being one of the nation's trusted commercial fire and security partners whilst maintaining our friendly and supportive culture.


Join our team where your dedication and integrity will be recognised with opportunity and progression whilst ensuring a healthy work life balance. Our success lies in creating a working environment where every individual is motivated to work together and exceed the expectations of our customers. We value our people and will support you to deliver on all aspects of our business with integrity and dedication.

What we offer


- A commitment to work life balance including a 9/10 day working fortnight
- 25 days' holiday, plus Bank Holidays, increasing to 35 days
- (1 extra day per annum, up to 30 days & additional 5 days after 10 years' service)
- Salary sacrifice pension scheme
- Death in service insurance (x3 base salary)
- Wellness & Employee Assistance Programme (EAP)
- 24-hour GP and mental health care support
- Continuous Professional Development - Amthal Academy & Fast Track programmes
- Quarterly development check-ins with your line manager
- A culture of recognition, including team member of the month award
- Annual company conference day to share strategic plans & celebrate success


About the process


1. Please apply by uploading your CV via our careers page - [Apply now](#)
2. The next step is an informal phone call with one of the team to check in with and confirm that you've read the job description and are a great skills fit
3. You will then receive a telephone interview from the Operations Manager to check you meet the skills requirement for the role along with sharing our values
4. On success of your telephone interview you will then be invited to a face to face interview at our offices with the Operations Manager alongside another senior team member for a more formal interview process
5. We will call you to tell you you're successful before putting the offer in writing and beginning to carry out the usual security vetting and checks as required to work in our industry

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