

Storm Geomatics Limited is a specialist survey company that concentrates its resources in surveying for the water and environmental engineering business. Our company has built a reputation amongst consulting engineers as being one of the leaders in the capture of geo-referenced data for river and flood plain modelling, still water surveys, environmental surveys, and water-based construction. Storm Geomatics are looking to scale up their operations, increase capacity and move into new and previously undiscovered markets.

You will be working with the tender manager and the managing director to successfully deliver surveys into our clients by organising our operational teams in the most efficient way possible. Professional development will be possible within the company and opportunities will open as the business grows.

The successful applicant would ideally need the following skills and attributes:

We are looking for an outgoing and highly organised operations coordinator to assist with the management of survey projects that influence flooding and the environment. The operations coordinator's responsibilities include assisting with human resource allocation, liaising with clients and landowners, setting up recently awarded projects and ensuring sufficient resources are allocated to each stage of the project, reporting progress at management meetings, contributing ideas to the company to help it grow

To be successful as an operations coordinator, you should be able to resolve problematic situations efficiently and have excellent communication and organisational skills. Ultimately, an outstanding operations coordinator should be able to ensure the smooth daily operations of a business.

Operations Coordinator Requirements:

- At least two years' experience in an operations management role or similar.
- A relevant degree is preferred but not essential.
- Excellent communication and people management skills.
- Excellent organisational and time management skills.
- Proficiency in Microsoft Office and an ability to learn other software.
- Ability to multitask and prioritise.
- Self-starter with strong problem-solving skills.
- Must live close to the office at Shipston-on-Stour.

**Benefits include a competitive salary, company car (optional), company bonus scheme, support with professional qualifications.**

If you would like to apply for this opportunity to develop your career in a growing company that has a passion for the environment, then please send your CV and a covering letter to Mike Hopkins - Managing Director via this email address:

[britt.hounslow@storm-geomatics.com](mailto:britt.hounslow@storm-geomatics.com)

**Applications will close for this post on Friday 18<sup>th</sup> November 2022.**

[www.storm-geomatics.com](http://www.storm-geomatics.com)

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