

Operations & Office Manager

Who we are:

Momentum is a London based transport consultancy. As a dynamic and growing company our future is being built around a team of the very best people.

We are working on some of the most exciting and challenging development planning and infrastructure projects in London, Europe and across the world, from large commercial skyscrapers to sport stadiums and major events projects in London, we are leading the debate on smart servicing and autonomous vehicles and are redesigning roads and streets that look to the future of transport.

Our ability to design and create public spaces, roads and streets, parks and plazas for people and communities sets us out as one of the UK's most highly regarded transport engineering consultancies. Our clients include major developers, architects, contractors, and local authorities; they include TfL, London Borough of Redbridge, City of London, London Borough of Camden, Landsec, the London Legacy Development Corporation, Canary Wharf, British Land, Brockton Capital, YOO Capital, Brookfield, HB Reavis, Mace, Bam, and Multiplex.

Your gravitas and ability to earn senior stakeholders trust combined with this role's broad view across the entire organisation will put you in a unique position to collaborate and influence the direction and growth of the company.

You will be accountable for the smooth and professional running of Momentum operations (which includes operations support to our Canadian business and other new business locations), you will operate across the following areas: Business Management, Quality Management & QMS, IT, Facilities & EMS, Health and Safety & CHAS/ISO, Project Management systems, Office systems, Legal & Insurance, Risk & Resilience Frameworks.

Who you are:

You will be a highly organised individual with a passion for operational management and a thorough understanding of business governance and development of a business strategy. You will be a self-starter with exceptional organisational, team management and leadership skills.

Our opportunity:

The role of the Operations & Office Manager is to professionally lead and manage the operations of Momentum, which are vital to enabling both the business strategy and continued successful delivery for our clients. Your passion, positivity and subject matter expertise will shape, deliver and drive improvements across all aspects of business operations.

Role Accountabilities:

Accountable for the smooth and professional running of Momentum operations (which includes operations support to our Canadian business and other new business locations), you will operate across the following areas: Business Management, Quality Management & QMS, IT, Facilities & EMS, Health and Safety & CHAS/ISO, Project Management systems, Office systems, Legal & Insurance, Risk & Resilience Frameworks.



Skills and Competencies

You will be able to demonstrate the following:

- Experienced in Operational management and passionate about the critical role this plays in the success of an organisation.
- Experienced in leading change and continuous improvement.
- Excellent organisational, team management and leadership skills.
- Excellent communication and interpersonal abilities.
- Effective chairing of governance meetings up to Board level.
- Influential, practical and innovative.
- Thorough understanding of business governance and development of a business strategy.
- Able to collaboratively work across the business to ensure that the company remains on track to meets its targets.
- Strong experience of managing the performance of external suppliers.
- Experience of setting and managing operational budgets.
- Excellent knowledge of MS Office, databases, information systems (such as Workflow Max, Hubspot and PieSync etc) and CRM.
- Experienced in research methods and data analysis techniques.

Desirable skills and experience:

- Bid Management experience.
- Experience of working at a senior level in a Consultancy organisation.
- Professional qualifications in operational disciplines.

What we offer you:

The opportunity to work with some of the best professionals in the industry. A vibrant, dynamic and collaborative working environment in our central London based head office. A competitive remuneration and benefits package, including bonuses with targeted and specialised training and professional development. Also our in-house massages and weekly yoga sessions.

Next Steps:

If you are excited about this opportunity, please email a CV and covering letter explaining why you would be a great candidate for Momentum Transport Consultancy by Friday 19th March 2021 with the email subject being "Application for Operations & Office Manager opportunity" to: recruitment@momentum-transport.com

Momentum Transport Consultancy is an equal opportunities employer. In applying to Momentum you will be supplying us with personal data contained within your CV and cover letter. This could include your name, address, email, previous work details etc.

In line with our Privacy policy (which we hold on our company website), we ensure that your data is held securely. We retain any applicant's details for 1 year following the end of the recruitment campaign. Please note this is a London based opportunity.

We are happy to consider part time and flexible working arrangements.