



Operations Co-ordinator

The Company

Anna Valley Displays is a successful Audio Visual Installation and Rental company providing a large array of audio visual equipment & services in to various market sectors.

Job Title	Operations Co-ordinator
Reporting To	Operations Manager
Department Location	Feltham
Main Purpose	The task of Operations co-ordinator is to provide administrative and logistical support for the Operations Team by booking relevant crew and resources for every Project and supporting the Project Management team with their needs.
Duties and Responsibilities	<ul style="list-style-type: none"> • Review each job with the relevant PM to check all aspects are covered • Ensure the right crew for each job are booked utilising in house resources and freelancers • Ensure correct equipment transportation is booked utilising in house resources as well as outsourced trucking companies • Booking local crew and resources • Organise sub hires when necessary in conjunction with PM's • Issuing planning sheets and relevant paperwork to crew • Book necessary crew transport/accommodation • Liaise with other Coordinators to ensure resources are used efficiently and cost effectively • Work to individual job budgets • Occasionally liaise with clients directly • Sign off invoices • Prepare jobs ready for invoicing • Maintain and refresh crew database on company booking system • Continue to build our freelance crew database • Any other duties as required
Skills	<ul style="list-style-type: none"> • Educated to 'A' level or above • Previous experience of the Audio Visual Industry an advantage • Competency with Microsoft 365 Packages (Excel, Word and PowerPoint) • Must be fluent in the English language.
Competencies	<ul style="list-style-type: none"> • Ability to work independently or as part of a team • A flexible, helpful, friendly but professional approach towards both staff and clients • Good interpersonal skills • Good organisational skills essential • Attention to detail and accuracy • Resourceful and able to work under pressure
Terms and Conditions	Core Hours 09.30 – 18:00, Monday to Friday Flexibility and availability out or hours by phone or email may be required during busy periods
Scope or Scale	Liaison with Clients, Staff Members, Sub Contractors and Suppliers
Salary and Benefits	Subject to experience and qualification Holiday 20 Days plus bank holidays