

## Operations Manager

The goal of the European Medical Group is to become *'The go to place for healthcare professionals in Europe by 2025.'* The reason for this and the reason we are in business is *'To challenge and equip everyone to be the best they can. We want to build our Brand to be **Energetic, Trusted, Progressive, Open-Minded** and **Best in Class.**'*

We work and live by the following values and want everyone that works here to do the same.

**E**ntire buy in - Everyone has **loyalty** to our vision, values, culture, and the long-term goals of EMG. We are committed to doing so in a **positive** and **passionate** way.

**M**ake sure you are self-reliant - We all need to be **proactive** and responsible for our own actions. This will lead to an **inspiring** place to work that we are all **proud** of.

**G**o the extra mile - Always give your best performance, this will create a team that is **different** to anything else, full of **hard working, gold medal winners**.

### **Role Details:**

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**Days of Work:** Monday - Friday

**Working Hours:** 08:30 - 17:00

**Reports to:** Publisher

**Department:** Operations

**Place of Work:** European Medical Group Ltd t/a European Medical Journal  
The MedBIC, Anglia Ruskin University, Alan Cherry Drive, Chelmsford, Essex, CM1 1SQ

### **Duties:**

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- Will you assist senior management achieve company goals?
- Are you organised? Can you ensure all office equipment is working and accounted for, software and hardware is managed and filing and databases are up to date?
- Would you like to welcome and train up new starters, continually promoting staff development and making EMJ the best team we can be?
- Could you review and update office policies and systems for the benefit of all?
- Are you tech savvy? Could help resolve IT issues and provide help where needed in all departments?
- Could you chair meetings with your team to make sure the office is running smoothly and efficiently?
- Manage staff, arrange cover and delegate workload? Could you carry out staff reviews for individual and team performance?
- Will you be supportive and be a reason why the office is a positive place to work?

### **What's in it for you?**

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- Opportunity to progress to Operations Director or even MD in next 3-5 years
- Quarterly offsite planning days
- Summer Ball and awards night
- Fun monthly incentives for meeting targets
- Company wage with increases after employment milestones
- Exciting and growing industry
- Ongoing coaching and training
- Positive and supportive work environment

**If this sounds like you, apply now!**

- Strong IT Skills - MS (Excel, Outlook and Word)
- PRINCE 2, Agile or ILX Project Management Training ideal
- Staff management experience - collaborative worker.
- Well-developed communication and interpersonal skills
- Enthusiastic and dedicated team player
- Ability to learn quickly and manage/prioritise a high-volume workload
- Excellent attention to detail and ability to take instruction
- Adheres to company quality standards
- Lives the EMJ Values

What are your goals for your career? For yourself? At the European Medical Journal, we will give you the guidance and training to make them possible - but do you have the drive to make them happen?