

## Operations Lead

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're looking for an Operations head to lead a team of 30, growing to over 100 in the next two years, taking the lead with sales, client services, editorial, production and operational projects, to ensure they are running smoothly, on time, and under budget. This would suit a project manager / office ops lead (rather than warehouse / fleet etc).

### What's in it for you?

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- Clear progression opportunities to Senior Management / Director level
- 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

### What do we need from you?

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- We are rapidly expanding – we need a plate spinner in a fast paced, fast growing organisation.
- We are looking for someone who can review policies and systems, and react to change as we grow.
- You will be the first escalation point for all issues across all departments
- Provide strategic direction around team activity to ensure that targets are met and exceeded
- You need to be extremely well organised, of course
- You'll be an operational whizz, comfortable onboarding new starters, promoting staff development and maintaining the all-round happy atmosphere
- We are looking for someone who is confident chairing meetings, managing staff (including reviews) and has mastered the art of delegation!
- With our support, you'll be the glue, the go to, the driving force for EMJ!

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

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- Strong IT Skills – MS (Excel, Outlook and Word)
- PRINCE 2, Agile or ILX Project Management Training would be beneficial
- 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
- You live the **EMJ Values**

## Role Details:

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**Days of Work:** Monday – Friday  
**Working Hours:** 08:30 – 17:00  
**Reports to:** MD  
**Department:** Operations  
**Place of Work:** Moorgate, London

## EMJ Values

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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**.