



Unit 5 Ashville Way, Wokingham, RG41 2PL

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# NEW ROLE

## ASSISTANT OPERATIONS MANAGER

### OVERVIEW

As an Assistant Operations manager you will be dedicated to servicing the logistical requirements of all Production, Events and Hires, you will work closely with the Operations Manager to facilitate the successful delivery of projects in line with client specifications.

Your role will involve coordinating trucking logistics, managing resources, and ensuring that all operational aspects are executed efficiently to meet our high standards. Overseeing and develop operational practices within the business as well as developing new working methods as appropriate.

Assisting the wider office team to service clients of YES, ensuring their needs are met on time, within budget and to the high standards expected of our clients. Communicating relevant elements of projects with key team members to ensure a coherent delivery of client events.

### POSITION WITHIN THE ORGANISATION

Reports to:	Operations Manager
Responsible for:	Logistics and operational support
Budget responsibilities:	N/A
Line management:	N/A

### DUTIES AND KEY RESPONSIBILITIES

#### OPERATIONAL

- Collaborate with the Operations Manager to plan and implement logistics for all projects, including trucking, crew allocation, and transport solutions.
- Assist in the management of resource allocation relating to vehicles, crew, and subcontractors, ensuring all logistical needs are met for successful project delivery.



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- Maintain clear and efficient communication with internal teams to ensure the timely and accurate provision of operational details for all projects.
- Coordinate booking and procurement of external transport solutions suited to the logistical requirements of larger projects.
- Support the Operations Manager in project calendar management, tracking staffing and resource requirements for upcoming projects.
- Assist in booking accommodation and other logistical arrangements as required to ensure efficiency and effectiveness of project execution.
- Participate in weekly operations meetings to discuss logistics planning and address any issues that may arise
- Assist in maximising efficiency and cost-effectiveness of logistics operations related to projects.
- Contribute to informed decision-making regarding procurement of logistics-related tools and services in alignment with company goals.

## YOUR HIGH FIVES

A list of key priorities in order of importance to the business.

1. Work with the Operations Manager to publish rotas and book local crew for confirmed and potential jobs, optimising resource allocation.
2. Prioritise staffing and logistical needs for upcoming jobs, leveraging all available options to accommodate last-minute changes.
3. Manage internal and external vehicle logistics and accommodations seamlessly to support project requirements.
4. Actively participate in operations meetings to provide updates and ensure all logistics are aligned with project goals.
5. Support the training and development of technicians within the logistics team, contributing to a cohesive operational workflow.

All other elements of job description to be self-prioritised

The above is not an exhaustive list and you may be required to undertake other duties required by the businesses.

Job descriptions and roles will be reviewed annually by the Company Directors as part of our employee performance review process.