

Job Description OPERATIONS INTERN

20-25 Hours a week
6 months - Ad Honorem

*The operations intern will help the operations manager and management team to grow the business, work with all the teams and ensure all internal processes and communications are in place
The ideal candidate will always represent Harrington Blue & Partners and its ethos and professional mission.*

Direct Reports This candidate will report to the operations manager and /or management team

Job Description

- Assist with agendas and calendars
- Communicate with partners and clients
- Make sure there is a smooth delivery in all products and services being offered
- Assist the operations manager sending information, revising timelines and other pertinent issues
- Network and foster B2B relationships
- Market the company to potential clients & strategic partners
- Deliver projects, processes and timelines as required
- Develop specific tailored projects as required
- Proactive participation in the design and execution of specific international projects
- Contribute to creative discussions and decision-making about the business' future
- Encourage other employees and customers to take part in growing the business by showing enthusiasm for your work and maintaining a positive attitude
- Be available and willing to undertake any other tasks required if needed

Person Specification

- Experience with statistical analysis and data processing
- Practical knowledge of budgeting, cash-flow regulation, maintaining balance sheets and monitoring the profit and loss statements
- Ability to create a good plan and determination to accomplish goals
- Excellent critical thinking and problem-solving skills
- Good data analysis, planning and organisational skills
- Excellent written and verbal communication skills
- Good leadership qualities with the ability to provide direction
- Proactive attitude at all times
- Extreme attention to detail
- Flexibility with demanding work schedules and unsocial hours (if required)
- Ability to work in a team effectively
- Fluid communication and reporting to members of the team and management
- Daily and weekly professional reporting to relevant direct reports or colleagues
- Support and quick response via email
- Professional attitude at all times, in all communications with internal and external members, stakeholders, management and clients
- Ability to read, understand and speak English (advanced level/native speaker) & Spanish (advanced level/native speaker)

Interested candidates submit your CV, video presentation or portfolio to talents@harringtonblue.co.uk