

**Job Title:**

Operations Manager – Business Expansion

**Location:**

Norwich and/or Hunstanton

**Position Type:**

Full-time (40 hours per week)

**Salary:**

£38,000 - £45,000 (depending on experience)

**About Us:**

Vertex Architecture is a dynamic and forward-thinking organisation committed to excellence in Architecture. We are currently seeking an Operations Manager to join our dedicated team. If you are a confident, proactive, reliable, and trustworthy professional with excellent communication skills, we want to hear from you.

**Key Responsibilities:****Business Expansion:**

- Develop and implement strategic plans for expanding our business into new areas of the country.
- Conduct market research to identify potential opportunities and assess market conditions.
- Collaborate with the Managing Director to formulate and execute growth strategies.

**Operational Management:**

- Oversee day-to-day operations, ensuring smooth and efficient processes.
- Implement and improve operational policies and procedures to enhance productivity.
- Lead and motivate teams to achieve operational goals and maintain high performance standards.

**Team Leadership:**

- Build and manage a strong team, fostering a positive and collaborative work environment.
- Provide guidance and support to team members, promoting professional development.



**Collaboration with Managing Director:**

- Work closely with the Managing Director to align operations with overall business objectives.
- Provide regular updates on expansion progress, challenges, and opportunities.

**Performance Metrics:**

- Develop and monitor key performance indicators (KPIs) to track and evaluate operational success.
- Implement data-driven decision-making processes to optimize performance.

**Required Skills & Experience:**

- Minimum of 3 years' experience in an operations management role, with a focus on business expansion.
- Proven track record of successfully leading teams and achieving operational goals.
- Experience in developing and executing strategies for business growth and market expansion.
- Strong understanding of day-to-day operational processes and the ability to implement improvements.
- Excellent communication and interpersonal skills, with the ability to collaborate across various levels of the organisation.
- Demonstrated ability to work in a fast-paced, dynamic environment.

**What We Offer:**

- Competitive salary of £38,000-£45,000 per year.
- Full-time role with flexible hours
- Private health insurance
- 3% 5% company pensions scheme
- Paid for professional subscriptions and training
- Use of company vehicle
- Free eye test
- Free office parking (Hunstanton)
- Mileage paid for travelling to meetings
- Regular salary review
- Christmas break on top of standard holiday entitlement
- Opportunities for professional development and growth within the company.
- A collaborative and supportive work environment.
- The chance to be a part of a company that values and rewards your contributions.



**How to Apply:**

Interested candidates should submit their curriculum vitae and a cover letter outlining their relevant experience and qualifications to

[jordan@vertexarchitecture.co.uk](mailto:jordan@vertexarchitecture.co.uk).

Please include "Operations Manager Application" in the subject line of your email.

Vertex Architecture is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

