



## **Assistant Operations Manager**

**Location: The O2 Arena, Greenwich Peninsula**

**Salary: £20,000 - £25,000 per annum**

CSP Ltd. are a leading service provider specialising in venue & event management. We work in partnership with leading sports and entertainment venues in the UK providing a number of services including; internal and external traffic management, security & stewarding and crowd management services.

CSP are pleased to announce the above vacancy within our car parking/traffic team at The O2. The purpose of this role is to support the management of the delivery of our contract at The O2 and the account management. Largely operational, there is also a requirement for effective planning, organization and an excellent customer service delivery to all visitors of the site. The role requires working unsocial hours and weekends in support of The O2 Arena's event calendar. This role reports to the CSP Commercial Operations Manager at the O2 and is based at the O2 Parking Management Office Greenwich. We are a dynamic, operations led business so an individual who is able to adapt to changing priorities with a flexible approach to working is essential. Experience in an operational or event led environment would be beneficial.

### **Requirements of the Assistant Operations Manager:**

- Ability to prioritise, be proactive, take the initiative and work to deadlines.
- Evaluate conflicting priorities and be able to drive forward solutions to multiple challenges being presented for resolution in the same timeframe
- Excellent presentation, oral and written communication skills.
- Strong character and outgoing personality, whilst being calm and collected.
- Highly presentable.
- Professional, committed, reliable and trustworthy.
- The ability to exercise tact and discretion, and maintain confidentiality at all times.
- Highly customer and service focused.
- Excellent organisational and administrative skills.
- Confident IT skills – proficient in Microsoft Office.
- Full UK Driving Licence
- The following qualifications would be beneficial: First Aid, Chapter 8 (Signing, Guarding, Lighting), BSC Level 1 H & S, Valid SIA License

**If you feel that you meet the above criteria of this role then please apply now to: [Nicola.Carman@gotocsp.com](mailto:Nicola.Carman@gotocsp.com)**



*Caring Safe Professional*