



Assistant Operations Manager – The O2, London

Location: The O2, Car Parking Office - Greenwich

Salary: £25,000 - £26,000, dependent on experience

We are seeking a dynamic individual to provide event support at one of our most prestigious venues, The O2. You will be required to manage all aspects of the day to day operational activities which occur on The O2 site, ensuring that an exemplary service is delivered in accordance with CSP's Mission, Strategy & Objectives.

Job Overview:

- Operational planning, on site delivery and post-event conclusion; working closely with the venue operations team to ensure all requirements are established and appropriate resources provided, on time and to budget, providing an integrated service.
- Creation, implementation and ownership of individual event day strategy.
- Attending pre and post event Stakeholders meetings as and when required.
- Providing leadership, direction, coaching, counselling and development paths for reportees.

Experience and Qualifications:

- Must have a flexible approach to working hours
- Must be an effective communicator, in both oral and written English
- Team management experience is essential.

Benefits include:

- 23 days paid holiday per year, rising to 25 days
- Private medical insurance
- Life Assurance (4 x annual salary)

To apply:

Please send your cover letter and CV outlining your relevant experience and suitability to Laura.Obrien@gotocsp.com (add job ref. 008AOM in the title of email).



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