

## **OPERATIONS EXECUTIVE**

### **Redhill (with flexible working)**

We are currently recruiting for an Operations Executive. The candidate will join a successful shared services team for The Conexus Group.

#### **The Company**

The Conexus Group specialises in the consulting, staffing and training industries. It holds interests in a range of companies that assist in the transformation and growth of organisations at all stages of their corporate development. We operate around the world, from Europe to Asia, the USA and elsewhere, with offices in UK, Malta, Spain, Singapore and the US.

#### **Responsibilities:**

To assist the Group Director of Operation in providing Conexus Group companies with a robust operational compliance function that abides with applicable regulatory and ethical standards.

To provide the Director of Operations with effective support in the execution of corporate governance responsibilities and tasks and coordinate existing processes and structures to ensure compliance is maintained,

Where required, research, propose and implement new measures to achieve compliance with the evolving legislative and regulatory landscape.

#### **Main duties and responsibilities:**

- Coordinate the execution of functions to enable Group companies to meet relevant official industry standards.
- Assist in ensuring Group companies meet licensing requirements in relevant jurisdictions.
- Provide the finance department with relevant corporate structural information and documentation when required.
- Coordinate the execution of the Group's complaints procedure, report on its effectiveness and escalate concerns where necessary.
- Assist the Group businesses in ensuring contracts are secure and compliant and up to date.
- Coordinate the procurement and renewal of Group company insurance policies
- Assist the Group's Data Protection Officer in ensuring Group Companies comply with all relevant data protection regulations.
- Assist the Director of Operations the executions of measures to ensure the Group's corporate governance framework is complete and registered within the relevant agencies.
- Assist Group businesses in the collation material needed for tender agreements when required.

- Coordinate the correct and ongoing organization of the Group's compliance and corporate governance inventory.
- Administer the Group's expenses procedure and highlight areas of non-compliance.
- Conduct ad-hoc projects that contribute to the business as and when required.

**The successful applicant will have:**

- Previous experience in an operational administration role
- Ability to execute on projects, track progress and escalate issues effectively
- Close attention to detail and ability to demonstrate analytical thinking
- Strong proactivity and self-sufficiency
- Good organizational and time management skills
- Excellent communication skills, both written and verbal
- Computer literate and proficient in Microsoft Excel and Word

**What we offer:**

- Competitive annual salary
- Inspiring and motivational environment with a great team spirit

**This is a full-time permanent contract, working hours 8.30am - 5.30pm.**

Due to the high level of applications we receive we are unable to respond to each application. If you have not heard from us within 3 weeks, then you have been unsuccessful in getting to the next stage.

Important Information: We endeavor to process your personal data in a fair and transparent manner. In applying for this role, The Conexus Group will be acting in your best interest and may contact you in relation to the role, either by email, phone or text message. For more information see our Privacy Policy on our website. It is important you are aware of your individual rights and the provisions the company has put in place to protect your data. If you would like further information on the policy or GDPR please contact us.