

Landlord Accreditation Scotland (LAS) are currently recruiting for the role of **Operations Manager**



Full time 35 hours per week

Salary: £29,757 - £31,577

Website: www.landlordaccreditationscotland.com

Job purpose

Landlord Accreditation Scotland (LAS), Scotland's leading learning and development provider to the private lettings industry are seeking an experienced operations manager. The person undertaking this role will be central in assisting LAS achieve its goals in the delivery of learning & development products and services alongside the promotion of accreditation.

The operations manager will oversee a highly effective and experienced team and daily activities of the business. As an ideal candidate, you'll be highly skilled in human resources, finance, and team management. Additionally, you'll display a proven ability to develop and maintain an environment of trust, diversity, and inclusion within your team. Your ultimate responsibility is to increase our operational efficiency.

Main Responsibilities

- Maintain constant communication with the Director, other managers, and partner companies to ensure the smooth running of the company
- Develop, implement, and review operational policies and procedures.
- Lead, motivate, and support a small team within a time-sensitive and demanding environment, including setup and implementation of staff training and development.
- Help promote a company culture that encourages top performance and high morale.
- Ensure operational activities remain on time and within budget
- Identify opportunities and address challenges for the organisation
- Oversee budgeting, reporting, planning, and auditing.
- Oversee the smooth back-office support of financial aspects of the LAS training programmes
- Manage timely data collection to achieve productivity and assist development
- Work closely with the Director with regards to company compliance, legal and safety requirements to make sure activities remain compliant
- Develop effective relationships with key partners.
- Oversee timely updates of weekly, monthly, and quarterly company reports.
- Track staffing requirements and oversee the hiring of new employees when required.

Essential Skills and Requirements

- Degree in operations management or equivalent experience in business administration, or related field
- 2+ years' proven experience in an operations management position
- In-depth understanding of financial management, strong budget development and oversight skills.
- Excellent ability to delegate responsibilities while maintaining organizational control of company operations and customer service
- Knowledge of general business software and aptitude to learn new applications; proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)



- Working knowledge of webinar platforms e.g. Zoom, Teams
- Strong IT skills, including database development.

Preferred Skills

- Background in training and development
- Understanding of membership organisations
- Experience with WordPress