

WE DISCOVER  
YOU CREATE



## Job Title – Senior Operations Administrator

Do you have a passion for all things admin? Are you looking for your next step up? If so, please read on, this could be your best move ever.

## Salary and Location

With an excellent salary package of **£27,000 per annum** and benefits including:

- Hours: 8:30am – 5:00pm Monday to Friday - **currently trialling early start/finish Friday (7:00am to 3:30pm)**
- Annual Leave – 22 days per annum, rising to 26 days within first 5 years of service
- Bank Holidays off
- Your birthday off (a gift from the business)
- Company Pension Scheme & Bupa Private Healthcare Scheme
- On-site parking at our new premises in Halebank House, Pickerings Road, Widnes WA8 8XW

## Introduction (all about Silva)

Silva Timber Products specialises in wood cladding and has an exciting opportunity for an enthusiastic Senior Operations Administrator to join our dynamic and growing team. This permanent position is well suited to an individual who is looking to advance their career in administration and beyond and gain hands-on experience in a thriving and supportive workplace.

## Objectives

Supporting, mentoring, and working closely with staff at all levels this exciting opportunity requires a hands-on and flexible approach. You must hold a wealth of experience in a senior administrative role and be able to implement and maintain working standards.

Working closely with the Operations Director on a day-to-day basis, with regards to operational tasks and projects, and assisting to drive the implementation and monitoring.

Previous experience as a PA, together with a history of working in HR, would be a distinct advantage as is the ability to work efficiently and multitask in a fast-paced environment.

## Essential Skills:

Line management experience  
Project management experience

## Desired Skills:

HR and/or H&S management experience

Every “**new set of eyes, brings a new set of ideas.**” High standards are expected and rewarded at Silva Timber.

[silvatimber.co.uk](http://silvatimber.co.uk) | [enquiries@silvatimber.co.uk](mailto:enquiries@silvatimber.co.uk) | 0151 495 3111 | 020 8150 8055



Registered Office: Halebank House, Pickerings Road,  
Widnes, Cheshire, WA8 8XW  
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## Responsibilities (what you'll be doing)

These include:

- Lead, oversee and supervise the admin function/team (2 administrators currently)
- Create and maintain organised filing systems using software packages
- Assist in the creation and maintenance of a skills matrix
- Organise meetings and take notes, actions, tasks etc
- Maintain service records for company vehicles and machinery using electronic company planner
- Work closely with administrators to ensure stationery and packaging material are maintained
- Maintain training records and electronic training diary
- Create and provide reports
- Manage and record annual leave using electronic company planner
- Develop relationships with potential new suppliers to look at best options for consumables, agency staff, PPE etc
- Supporting the other directors as and when required, with regards to company events
- Reporting daily to Operations Director
- Remain up to date with technological advances and software to be used for administration and operational purposes
- Any additional duties as required by Directors and Senior Managers

## Requirements (Who and what are we looking for?)

- A good team player
- Driven with a positive mind-set
- A sense of humour and someone who can embrace the company culture
- Self-motivated
- Great communication skills
- Strong work ethic
- Be willing to learn
- Team focused
- Good understanding and ownership of projects and tasks
- Ability to organise and prioritise
- A high level for attention to detail
- Proven track record in a similar role
- Excellent PC literacy, especially proficient in Microsoft word, excel, outlook
- Knowledge of project / task management software be a distinct advantage
- Knowledge of other IT software packages, such as NetSuite would also be a distinct advantage

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## About Silva

Silva is a motivating and supporting business who invest in all their staff. Our company has been trading for over 20 years and celebrated our 21<sup>st</sup> anniversary in May 2021. We have experienced constant growth thanks to our amazing team of people.

We have a well-structured and friendly team and are proud of our excellent staff retention record. There is always room for promotion, and we will be fully supportive as you progress in the business.

Our products are extremely high quality. Feel free to check out our website [www.silvatimber.co.uk](http://www.silvatimber.co.uk) for yourself. We are often featured on TV shows, and we exhibit at Trade Shows nationally. We cover the whole of the UK from two locations – Widnes in the North West and Harmondsworth in West London

We have recently moved to much larger premises in Halebank, Widnes.

If you are looking for the next step on your career, why not send your CV to [admin@silvatimber.co.uk](mailto:admin@silvatimber.co.uk) and set up a confidential chat with one of our team. We look forward to hearing from you as you take the next step in your journey.

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