

## OPERATIONS ADMINISTRATOR

GRV Media is a high-growth, multi-platform new media company with a 20 year successful track record and 120 staff and content providers. Our own and partner sites achieved 420m page views in the first quarter of 2021, from 173m users.

We are looking for an Operations Administrator to provide support to our existing operations team, complete daily BAU HR and security processes and communicate data throughout the company across a number of platforms.

The role will include managing employee and freelance databases to ensure that data is updated in a timely manner, completing employee onboarding and offboarding tasks, communicating a range of data to colleagues and management on a daily basis, running employee surveys and supporting the operations team with a range of integral daily processes.

The ideal candidate will have a high attention to detail, be highly organised and open to support across a number of different projects and operational areas. This is an entry level role with lots of room for growth.

GRV Media is a UK based, remote company. Applicants are asked to apply only if they have the ability to work in the UK, prepared to work remotely and preferably have experience of doing so.

### Main areas of responsibility:

- Managing employee & freelance databases (emergency contact, contact details, start date, end date)
- Employee onboarding (including contract signing, payroll onboarding and system access)
- Employee offboarding.
- Running internal company surveys.
- Communicating daily success stories and league tables.
- Collating website user and referral data.
- Supporting the Operations team where necessary.

### Key skills:

- High Attention to detail
- Excellent verbal, written and Google Suite (Drive, Docs, Sheets) skills
- A positive attitude and a willingness to learn.
- You are coordinated, structured and a team player who can help out with things that are outside the scope of the role.

Applications are welcome from recent graduates who have the right skillset.

### Benefits

- A competitive salary depending on experience
- Discretionary bonus scheme
- Company Pension contribution
- A professional but friendly working environment.

### Applying

Apply via email using the link below. Include your CV, a little bit about you, some examples of projects you've worked on and why you'd like to work with us.

[Apply Here](#)

If we think you're a good fit we'll arrange a telephone call with you soon after that.

We are an equal opportunities employer.

Seniority Level  
Entry level

Employment Type  
Full-time

Industry  
Online Media, Publishing, Marketing &  
Advertising

Job Functions  
Operations