

Operations Manager

Salary: £45,000 - £55,000 per annum

Position: Permanent, Full-time

Location: Romsey, Hampshire, UK

Vacancy Ref: VC005

Link: www.altertek.com/careers/operations-manager

NOTE: STRICTLY NO RECRUITMENT AGENCIES – DIRECT APPLICANTS ONLY

NOTE: This position is not suitable for remote working.

Position Overview

Altertek Ltd is seeking a highly motivated Operations Manager to oversee, plan, monitor, and deliver production and project activities. The role also includes leading various operational aspects, such as quality, H&S, infrastructure, HR, and direct customer interactions.

About Altertek Ltd

Altertek is a leading specialist in Lithium-Ion battery and electronics development, integration, repair, and manufacturing.

We offer outsourced battery and electronics design services while also developing and manufacturing our own innovative battery-related products.

In addition, we provide EV battery repair and refurbishment services for many of the UK's most well-known bus operators in London and across the wider UK.

As the company undergoes rapid expansion, we are focused on growing our services within the UK and are excited about the potential to serve international customers in the near future.

Benefits of Working for Altertek

- Play an active role in shaping a small company that is growing rapidly,
 - Minimal layers of bureaucratic management – ability to get things done,
 - Private medical insurance,
 - Company pension scheme,
 - Free & ample onsite parking,
 - Free tea and coffee provided,
 - Flexible working hours (ideal for working parents, gym sessions, and personal interests),
 - 28 days of annual holiday, including statutory bank holidays, with an additional day for every completed year of service (up to 5 extra days).
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Position Overview – Detailed

Altertek is looking for a passionate, focused, and motivated Operations Manager to join our management team at our Romsey facility.

This person needs to have a strong personality to communicate with other strong-minded colleagues and customers under pressure for deliveries, but skilled enough in diplomacy to maintain relationships both internally and externally.

This role requires the individual to lead the majority of the business-as-usual activities and look for ways to constantly improve the company performance.

Key Responsibilities

Key responsibilities include (but are not limited to):

- Support the Engineering Manager in planning labour, equipment, and materials for development activities,
 - Plan labour, materials and equipment for production activities,
 - Monitor resource usage, track against targets, and take remedial actions to ensure timely and quality deliveries,
 - Provide regular reports to senior management on project progress and resource budgets,
 - Communicate with customers to keep them updated, solve issues, and manage changes to requirements,
 - Work with suppliers to arrange materials and monitor requirements,
 - Onboard, audit and monitor suppliers, resolving any non-conformance issues,
 - Plan and implement new infrastructure, plant, and machinery,
 - Oversee the maintenance of infrastructure, plant, and machinery,
 - Lead and maintain the companies ISO9001 quality management system,
 - Lead and develop a robust health and safety management system and work towards achieving company ISO accreditation,
 - Lead and develop a robust environmental management system and work towards achieving company ISO accreditation,
 - Lead forums to solve problems or capitalize on opportunities,
 - Assist the commercial team in creating quotations for potential new projects,
 - Lead HR related activities centred around personal development and performance.
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Minimum Essential Attributes

- At least 5 years' experience in project or production management, specifically in engineering, electronics development, or manufacturing,
 - Thorough understanding of the commercial aspects of project management,
 - Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Project, email clients),
 - Ability to work as part of a multidisciplinary team and find solutions leveraging team capabilities,
 - A real “self-starter” able to work with minimal supervision and solve problems using available resources.
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Ideal Required Attributes

- Good to excellent understanding of electromechanical engineering,
 - Excellent knowledge of project management tools and concepts,
 - In-depth experience in ISO9001 environments, particularly in a similar industry,
 - Strong experience in health and safety management, performing risk analysis, and implementing necessary changes,
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Desired Attributes

- Educated to degree level or hold a similar project management qualification, OR have a proven track record in project or production management,
 - Internal quality auditor training,
 - An interest in electric vehicle or renewable energy technologies,
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Personal Attributes & Behaviours

- Passionate about the environment and committed to creating products that contribute to a sustainable future,
 - Strong personality, capable of managing customer and team interactions, solving problems, and making sound decisions under pressure,
 - Creative mindset with an ability to innovate,
 - Highly driven and tenacious, with excellent problem-solving abilities,
 - Highly organized, task-focused, and adaptable to changing priorities,
 - Effective communicator with strong interpersonal skills, able to engage with all levels of the business,
 - Exceptional attention to detail,
 - Committed to personal and professional development.
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Additional Notes

We understand this combined role includes elements typically found in individual professional roles. Therefore, if you meet most of the requirements but not all, we still encourage you to apply – no one is perfect.

How to Apply

Please send your application (CV and a covering letter if possible) to careers@altertek.com.

We will endeavour to contact successful applicants within two weeks.

Please ensure you have the right to work in the UK before applying.
