

Claire Bonner

Operations Manager

Profile

A highly resourceful, flexible, innovative, and enthusiastic individual who possesses a considerable wealth of knowledge with regards to administrative and office procedures. An accomplished learner who can rapidly absorb new ideas and is experienced in coordinating, planning and organising a wide range of administrative functions. Highly organised and an excellent team player with a proven ability to work proactively in a complex and busy office environment.

Experience

Bonner Rail Ltd

January 2014 - Present

The objective of the Operations Manager is to co-ordinate all non-rail design aspects of Bonner Rail, to assure the smooth running of the office and ultimately the organisation. Key task involve;

- Maintaining the Bonner Rail Business Management System.
- Helping undertake RISQS associated audits.
- Completing and co-ordinating all Supplier Questionnaires.
- Providing all administration for Bonner Rail's Sentinel sign-on.
- Ensuring all RISQS and all HSE and Fire Risk Assessments are undertaken.
- Undertaking the role of the responsible person for all first aid and fire requirements.
- Co-ordinating employee medicals and drug and alcohol tests including random testing.
- Looking after the process for sponsoring new employees.
- Monitoring all employee hours worked.
- Co-ordinating the training of new and current employees .
- Preparing all company inductions for new employees and outside personnel.
- Creating and updating company policies as and when required.
- Controlling all company correspondence.
- Liaising with clients, suppliers, industry organisations and individuals where applicable.
- Maintaining all office and financial records.

- Generating invoices and purchase orders for suppliers and clients accordingly.
- Liaising with accountants on all financial matters.
- Ensuring the protection and security of all company files and records.
- Transferring and disposing of company records as per retention schedules and policies.
- Creating and maintaining all employee files.
- Procuring equipment & maintaining and replenishing inventory as and when required.

PPG (Paint Manufacturer)

June 2005 - November 2015 & March 1999 - October 2003

Master Data Co-ordinator / Senior Product Administrator / Demand Planner / Commercial Business Co-ordinator / Assistant Analyst

ASDA Stores (Retail Grocer)

October 2003 - October 2004

Trading Assistant

Other

May 1997 - March 1999

Accounts Administrator / Export Executive / Purchasing Assistant

Position

Operations Manager

Year of birth

1974

Nationality

British

Language

English

Qualifications

BA (Hons) Business Administration
BTEC HND in Business & Finance
Level 2 C&G in Bookkeeping & Accounts

Key skills

Organisational Skills
Project Management
Office Procedures
Data Analysis
Data Management
Problem Resolution
Enhanced IT Skills
Effective Trainer