

6 September 2017

Hertfordshire/Bedfordshire

Business Support Manager – Hertfordshire/Bedfordshire



Edwards & Blake has had a great year so far and continues to grow as a result of its fantastic food and high service standards. Due to this increased growth, we now have an exciting opportunity for an experienced and enthusiastic **Business Support Manager** to join the team in the Hertfordshire and Bedfordshire area.

This hands-on role requires someone with a minimum of 3 years' trade experience in a senior role to join our friendly team to manage all aspects of operations by supporting onsite teams to achieve company standards and values.

If you want to join a leading catering company where you can develop your career and really shine, then apply now. We look forward to hearing from you soon!

Key Tasks and responsibilities:

- To develop and retain successful client relationships within the contracts under your control and to deliver the terms and conditions by regular visits and experiencing all aspects of the Company's service provision.
- Excellent craft skills for this hands-on role, with the passion for good food and commitment and enthusiasm to make a difference, and to be aware of new innovations and ideas to bring to the Operations team for consideration.
- A real eye for detail and ability to achieve 'excellence' on a daily basis.
- To carry out investigation and disciplinary meetings as required.
- To have a thorough understanding of Food Safety and Health and Safety, with recent experience of managing within the current legislation and to be able to ensure these are being implemented at site level, including allergen procedures.
- Financial understanding to effectively manage budgets and all areas of costs and labour ensuring targets are achieved.
- To assist in appointing, managing, motivating and coaching Unit Managers and other key unit based staff. Communicate with staff members and complete appraisals and personal development plans.
- To assist in sales presentations, marketing and presenting.

A salary of up to £29K is on offer, depending on experience, plus benefits.

Monday – Friday 40 hours per week 42 weeks per year.

This role requires travel to where the business needs are and some overnight stays may be necessary for Operations meetings or training sessions. Previous experience in contract catering is preferable but not essential. Management of finance, health & safety and customer service is essential.

Edwards and Blake support the safeguarding of children and is an equal opportunities employer. This vacancy will be subject to an enhanced DBS check and will require candidates to evidence the right to work in the UK at the interview stage. References will be sought prior to starting work.

Please email CV's to Jane Greenwood at jgreenwood@edwardsandblake.co.uk.

Due to the large number of applications received, we regret that you will not be contacted again unless you are short listed for the post and invited for an interview. Therefore, if you have not heard from us within 4 weeks of the date of your application, you should assume that you have not been successful on this occasion.