



## **Biggar Corn Exchange Ltd is looking for an**

# **'Operations Manager'**

**As our Operations Manager you will:**

- **Be the first point of contact for all those wishing to discuss BCE matters (good interpersonal skills essential)**
- **Manage the bookings calendar (diplomacy required)**
- **Agree arrangements with users/hirers of the Corn Exchange**
- **Ensure the agreed arrangements are in place**
- **Ensure our communications and marketing are effective**
- **Ensure all necessary repairs and maintenance work is carried out**
- **Take a lead role in ensuring effective Financial Systems are in place and maintained (supported by an experienced book keeper)**
- **Support the Board and main Sub Committees**

*If you consider that you could fill this essential part time role but would like to discuss what is involved in more detail please contact Barbara Duffner [bd@ph-walk.demon.co.uk](mailto:bd@ph-walk.demon.co.uk) who will arrange for you to meet 2 of the Trustees. Alternatively please send your CV to [bd@ph-walk.demon.co.uk](mailto:bd@ph-walk.demon.co.uk) before 10 January 2019.*

**We hope to have identified a suitable individual by mid January 2019**

