



Job Title :	Operations Specialist
Location :	Bracknell, United Kingdom
Job Type :	Full Time
Salary Range:	from £25,000 per annum
Department :	Operations

Job Summary:

The Operations Specialist is a key role in Kenyon International Emergency Services’ daily activities, as well as emergency response activations on behalf of 500+ of the world’s foremost companies that retain Kenyon for emergency and disaster response services. The position is a generalist role within the Operations Department with an emphasis on equipment readiness, but will have responsibilities in all areas of the delivery and support of Kenyon’s emergency response services.

Based at our Bracknell, UK location, the Operations Specialist will be primarily responsible for maintaining readiness of Kenyon’s global equipment and resources, which includes organizing deployable kits with response gear (PPE, administration supplies, mortuary supplies, first aid supplies, family assistance supplies, and other related equipment), labeling boxes, ordering supplies and replenishments, and becoming proficient in new technical equipment (GPS beacons, handheld radios, satellite phones, translation equipment and teleconference systems). Overall maintenance, cleanliness and care for UK-based response inventory and warehouse functions is assigned to this position. Through collaboration with local resources in the respective countries, maintain preparedness and replenishment of warehouses in USA and Australia.

Secondary responsibilities include the following:

- Review and updating Kenyon’s standard operating procedures. A solid base of SOPs exist, but should be regularly reviewed and updated to reflect current organizational structures, branding and resources.
- Kenyon’s Crisis Management Centre (CMC) operations, including ability to serve as Deputy CMC Manager in absence of Chief CMC Manager. Requires knowledge of administrative and logistical functions of an emergency response activation, including arranging travel, cargo shipments, accommodations and other immediate needs of the deployment team.
- Health and safety functions including weekly fire safety checks, regular evacuation drills and other safety management tasks as assigned.
- Deploy to provide various functions of the Kenyon disaster response model in support of clients recovering from a crisis. This requires occasional to regular and unrestricted travel, and responsibilities of managing and supervising Kenyon Team Members at remote sites.
- Support commercial efforts during client visits with warehouse tours and presentation of equipment/capabilities.

Other essential job functions include the following:

- Ability to independently lift up to 25 kg without assistance of material handling equipment
- Comfortable working in office, warehouse or disaster field environments
- Strong communication skills, written and verbal
- Proficient ability in Microsoft Office (Outlook, Word, Excel)
- 3 A-Levels at A*-C grade, or equivalent education. Evidence of continued professional development in the area of emergency response, disaster management and/or crisis intervention strongly preferred.

The position reports directly to the Vice President, Operations and regular hours are Monday-Friday, 9.00am – 5.00pm. From time to time, additional hours may be required due to business activities.

To apply for this position, please e-mail cover letter and CV to Clare Pascucci at pascuccic@kenyoninternational.com.