

Johnatan Wright

Assistant Operations Manager

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SUMMARY

Results-driven and detail-oriented Operations Assistant with 3 years of experience in managing administrative and compliance workload for warehouse and head office operations. Proficient in writing and maintaining safe systems of work, auditing warehouse training procedures, and managing external contractors. Skilled in personnel file management, staff planning, and delivering training. Strong problem-solving abilities and a track record of driving operational efficiency. Seeking to leverage my skills and experience to contribute to the success of ABC Company as an Assistant Operations Manager.

EXPERIENCE

Operations Assistant

XYZ Logistics

2022 - Ongoing South Bristol

Supported the Operations Manager in daily administrative and compliance tasks for warehouse and head office operations. Wrote and maintained safe systems of work, resulting in improved operational efficiency. Audited warehouse training procedures and identified areas for improvement. Managed external contractors and obtained quotes for works, ensuring cost-effectiveness. Controlled license expirations and monitored visitor access. Updated and maintained personnel files and inputted hours for payroll.

- Implemented streamlined safe systems of work, resulting in a 20% decrease in workplace accidents.
- Conducted regular audits of warehouse training procedures, resulting in a 15% improvement in employee compliance.
- Successfully managed external contractors, leading to a cost reduction of 10%.
- Maintained strict control over license expirations, ensuring compliance with regulatory requirements.
- Received commendation for maintaining accurate personnel records and payroll data for over 100 employees.

MY LIFE PHILOSOPHY

Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful.

STRENGTHS

Effective Communication

Demonstrated exceptional communication skills in coordinating cross-functional teams and conveying complex information clearly, resulting in improved collaboration and efficiency.

Analytical Thinking

Proficient in analyzing data and identifying trends to optimize operational processes, resulting in data-driven decision-making and improved overall performance.

Attention to Detail

Meticulously maintained accurate records, ensuring compliance with regulatory requirements and timely completion of tasks.