



## **Job Advertisement**

Position: Operations Co-Ordinator (Permanent, full time)

Ards Business Centre currently has a vacancy for an Operations Co-Ordinator who will be responsible for ensuring a smooth running of three sites located on Jubilee Road, Newtownards and contribute in driving sustainable growth for the company.

The successful candidate will perform a combination of administrative duties as part of this role across a range of organisational functions including Property and Finance. This will be a varied role and would be ideal for an outgoing, enthusiastic person which will focus heavily on the administrative work whilst being responsible for the day to day running of the organisation.

This is an excellent opportunity for a dynamic, motivated individual to join our team on a full time, permanent basis.

**Closing Date: Monday 26<sup>th</sup> March 2018 at 1200 hours.**

**For further details and an application pack, please contact Nichola Lockhart, Chief Executive on 028 9181 9787 or email [nichola@ardsbusiness.com](mailto:nichola@ardsbusiness.com).**