

WE ARE LOOKING FOR AN
OPERATIONS MANAGER ASSISTANT
TO JOIN THE HIGHLAND AND ISLANDS
BLOOD BIKES OPERATIONS TEAM



We are looking for a new volunteer position as an **Operations Managers assistant**. As our charity grows, we need to share some of our volunteer's job responsibilities and tasks. So, hence we are seeking someone with the appropriate skills to take on this role.

Ideally, we would like you to be IT literate and familiar with Microsoft Teams and Excel (although training will be provided). Experience recording and analysing data would be desirable, as well as good administrative skills. For more information regarding this role and to have an informal chat, please contact **clair.operations@haibloodbikes.co.uk**.