**OPERATIONS ADMINISTRATOR WITH ITALIAN**

**The Company**

Future Street Ltd is an Irish company specialising in smart waste management for the public and private sectors. We are the largest distributor of the global leading Bigbelly smart waste platform product and are responsible for its deployment across 15 countries in Europe. We are headquartered in Ballymount, Dublin 24, with local offices in Paris, Liverpool, Madrid, Hamburg and Malaga.

As sustainability and smart cities becomes top of the agenda for companies and councils, the Bigbelly system is revolutionising street waste collection globally, and quickly becoming a vital tool in helping any Public or Private body reach their sustainability targets. We deliver this smart and sustainable waste management solutions to cities, universities, shopping centres and other facilities across these regions.

Bigbelly stations are completely self-powered (via solar technology) increasing waste capacity and dramatically reduce collection trips by an average of 86%, as well as reducing CO2 emissions. There are now over 80,000 units installed worldwide. As well as now being in almost every county in Ireland, Big Belly units are now found on the streets of New York, Madrid, Paris, Monaco, Dubrovnik, Malaga, London, Palma and beyond.

**The Role:**

As Future Street expands across Europe, we are currently looking to employ an Operations Administrator to assist in the day-to-day activities across our Company. This is a full-time office-based position. The candidate must have fluent spoken and written English and Italian.

This is an exciting time for the company and the successful candidate will have a diverse and varied role, where you will be exposed to every aspect of the business, assisting the Head of Operations with everything from key account reporting and tender management to assisting our sales team on reports, stock management and operational issues.

Future Street have already established a highly successful sales operation in Spain, UK, Germany and France and as part of our continued expansion, we are currently in the process of establishing a base in the Italy, and are in process of putting units on the ground with various Councils there.

**Main Duties:**

At Future Street HQ, we are a small and efficient team with all departments working together to support colleagues in Ireland and across Europe. As Operations Administrator, you will be required to work closely with all departments both nationally and internationally, with your focus shifting more towards the Italian market as our deployments expand. The main duties of the role include, but are not limited to:

* To liaise closely with our sales and maintenance teams both in Ireland, Italy and our other markets
* To provide admin support to our regional sales managers
* To provide customer service and technical support across our entire customer base in both English and Italian
* To manage and update the in-house CRM system and marketing materials
* To assist with any monthly reporting obligations to customers
* To assist the Head of Operations with stock and logistics management
* To manage stock management and tracking of parts and licence renewals
* To assist the Head of Operations and Sales teams with tender management
* Translation of sales and marketing materials into Italian
* To conduct research into the Italian market and report results to the Italian Sales Manager
* Occasional travel including overnights may be necessary both inside and outside Ireland

**Candidate Requirements:**

* The successful candidate will be fluent in both oral and written Italian and English and have an excellent telephone manner.
* Experience in operations, logistics or similar environment
* Proficient in Microsoft Office suite, particularly Excel and Outlook with a good general knowledge and ability to adapt to new IT systems
* Knowledge of Salesforce or an alternative CRM system
* Customer Service experience in a similar environment / industry
* Interest in sustainability and renewables
* Available and willing to travel nationally and internationally as required

**Individual – Desirable Competencies**

* Positive “Can Do” attitude
* Creative and willing to learn new aspects of the business
* Strong planning and organisation skills
* Customer focused with strong oral and written communication skills
* Flexible and team player
* Solution orientated with a strong work ethic

**Company Benefits:**

* Generous renumeration package
* Additional Annual Leave Service days
* Promotion possibilities
* Travel

**Notes**:

* This position is a full-time office based appointment.
* Ballymount is served directly by only one bus route, so a car may be an advantage for commuting, but is not necessary for the position.
* Due to the high number of applicants, we will only be able to respond to those shortlisted for interview.
* No Recruitment Agencies please