



We're Hiring

## Operations Manager

Leigh-on-Sea, Essex

Full Time · Competitive Salary

Moylans Design Ltd is an established independent kitchen, bedroom and home interiors company based in Leigh-on-Sea, Essex. Having built a reputation over more than 25 years for delivering high-quality bespoke projects, we are now seeking an Operations Manager to join our team.

This is a senior position and a key appointment within the business.

**We are not looking for an administrator.**

**We are not looking for a salesperson.**

We are looking for someone who understands the fitted furniture industry and has the experience, technical knowledge and intuition to identify problems before they happen.

The successful candidate will become the vital link between our sales team, clients, suppliers, fitters and office team, taking ownership of projects from point of sale through to successful completion.

### THE ROLE

You will be responsible for managing multiple projects simultaneously, ensuring installations run smoothly, clients are kept informed, suppliers perform as expected and installation teams maintain the standards our customers expect.

The role combines project management, technical coordination, CAD work, procurement, installation management and customer care.

### KEY RESPONSIBILITIES

- Manage projects from sale through to completion.
- Review and amend technical drawings where required.
- Identify installation issues before furniture is ordered.
- Place and monitor supplier orders.
- Coordinate deliveries and installation schedules.
- Manage relationships with installation teams.
- Carry out site visits and quality inspections.
- Resolve technical and installation challenges.
- Liaise with clients throughout the project lifecycle.
- Manage snagging and project sign-off.



- Work closely with administration, accounts and sales teams.
- Report weekly to the Managing Director on project progress, risks and opportunities.

## ESSENTIAL SKILLS & EXPERIENCE

- Minimum 5 years' experience within the kitchen, bedroom or fitted furniture industry.
- Strong technical understanding of cabinetry and furniture installations.
- Previous project management experience.
- Ability to read, interpret and amend technical drawings.
- Competent CAD skills.
- Experience using Winner Flex, AutoCAD or similar software.
- Strong organisational skills.
- Excellent communication skills.
- Ability to manage multiple projects simultaneously.
- Experience dealing directly with clients and installation teams.
- Full UK driving licence.

## PERSONAL ATTRIBUTES

The ideal candidate will be:

- Proactive rather than reactive, and calm under pressure.
- Highly organised, detail focused and commercially aware.
- Confident making decisions and solutions driven.
- Firm but fair with installation teams, and professional with clients.
- Customer focused throughout.

## WHY THIS ROLE IS DIFFERENT

The person we are seeking is best described as a **Fire Prevention Officer rather than a Firefighter**.

The role is about identifying issues before they become problems, protecting the customer experience and ensuring projects are delivered smoothly and profitably.

You will have the autonomy to make decisions, improve systems and become a key part of the future growth of the business.

## TO APPLY

Please send your CV together with a brief covering note outlining your experience within the fitted furniture, kitchen or interiors industry to [neil@moylans.co.uk](mailto:neil@moylans.co.uk).

*All applications will be treated in the strictest confidence.*