

Office Manager (part time)

Starting immediately

Hours of work: Monday–Friday, 3–5 hours per day. Some flexibility on exact hours but typically covering mornings. PitPat is a family-friendly organisation, and this role has the flexibility to fit around childcare arrangements.

We're PitPat and we make wearable activity trackers for dogs. No, we're not barking mad. We're using the latest technology to help owners and pet care brands keep dogs happy and healthy. And they love it! Some call us the 'Fitbit for dogs'. In addition to our wearable devices, we offer own-brand food and insurance, and a subscription-based wellness club to engage and reward great dog owners.

PitPat is a growing business that, whilst fully-embracing the power and flexibility of the virtual world, nonetheless operates a vital physical office. Our office is the heart of our physical world, and offers facilities for a wide range of physical as well as intellectual work. Furthermore, we employ around 40 staff members, many of whom have common and individual administrative needs whether or not they are present within the office.

We are seeking candidates for the role of **Office Manager (part time)** to join our operations team based at our office in Cambridge. You will:

- Manage the day-to-day running of the office; ordering supplies, organising meetings, booking travel and accommodation, events and other tasks;
- Ensure the office is stocked with essentials on a daily basis;
- Arrange office cleaning and maintenance, liaising with the landlord and suppliers;
- Manage utility bills;
- Maintain holiday and sickness records;
- Maintain fire equipment and security alarms, and keys;
- Manage off-site storage units and transfer of stored items;
- Provide administrative support for the directors and managers as needed;
- Assist with the management of company procedures and policies such as health and safety, first aid, training, new starter orientation etc;
- Ensure the office is suitably furnished as needs change;
- Undertake minor practical tasks and repair jobs;
- Arrange office renovations and relocations as needed.

There is also a strong element of teamwork in the operations team, which means that the Office Manager may also be required to:

- Act as a backup for various tasks of other operations team members;
- Assist with other business tasks when needed including helping out with tradeshow and any other matters arising.

We're looking for someone with previous experience in an administrative role, and who is:

- Amiable, confident and driven, with strong interpersonal skills, and a 'can do' attitude;
- Able to use initiative, manage time, prioritise and multi-task as necessary;
- Able to communicate clearly in spoken and written form;
- Confident with technology (including MS Office, email etc.);
- Reliable, organised, and has excellent attention to detail;
- Proactive, and able to take ownership of all aspects of office management;
- Hands-on and practical;
- Happy to work independently and as part of a team;
- Willing to learn on the job, adapt and take on new responsibilities (temporary or permanent) as needed by the business;
- Positive, resilient and has a practical approach to handling the realities of a fast-moving company;
- Enthusiastic about the large number of dog-related puns that form part of our working lives.

Benefits of the role include:

- 25 days holiday
- Pension scheme
- Cycle to work scheme
- Dog friendly office
- Garden with BBQ
- Well stocked kitchen
- Pawsome team social events

Reports to: Operations Manager.

Location: 5 Brooklands Avenue, Cambridge (a short walk from Cambridge train station).

Hours of work: Monday–Friday, 3–5 hours per day. Some flexibility on exact hours but typically covering mornings.

Remuneration: £14.25–17.80 per hour based on experience + benefits.

Start date: ASAP.

How to apply: Please send an email to talent@pitpatpet.com giving us a clear explanation of why you'd be pawsome in this role, and your CV. Strictly no recruiters – we will bark at you.

Employment at PitPat is open to everyone irrespective of race, national origin, age, gender identity or expression, sexual orientation, religion, neurodivergence, marital, family, veteran or disability status. We actively support a culture that encourages everyone to feel safe and supported in being who they are so that their productivity and creativity can flourish.