

*Driven by data.
Navigated by humans.*

Our mission is to harness project data to help people make the best decisions.

About Mudano

Mudano is developing the autonomous project by applying scientific techniques to project delivery.

We believe projects should be designed to increase business value and remove waste by utilising project data to empower teams and guide human behaviour. We apply data-led decision making techniques to support strategic decisions and optimise day to day execution. We enable this by a set of principles supported by a continually evolving knowledge base that consists of training, method, data, software and insights.

We call this Delivery Science™

*Be part of
changing
the industry*

We're looking for someone who is not only a star at managing office operations but is also a key player in creating a great working culture. The Mudano office manager should be passionate, hard-working and able to prioritise and work under pressure. The ideal person for this role will ensure our office looks great and has a positive vibe for our employees and visitors.

So, can you manage the day-to-day workings of a busy office with a huge smile on your face and support with a variety of administrative tasks? It is essential that the office manager has the ability to take initiative and recognise what needs to be done and get it done with little direction.

Our London office is based inside co-working tech hub RocketSpace, and our office manager would be based here to help with tasks business-wide, which includes approximately 40 staff in our London office, 60 client-based staff and 30 in Edinburgh - and growing.

The role will cover three principal areas: office management, IT admin and some executive assistant support to the senior leadership team. This role will collaborate with the Edinburgh Office Manager and Executive Assistant to the CEO and CSO.

*Different
works here*

What will you be doing?

Office Management:

- / Order office supplies and research new deals and suppliers
- / Monitoring office post and manage deliveries
- / Conduct office tour for onboarding and visitors
- / Keeping our London office robot in check! And other office equipment.
- / Overseeing Health & Safety, First Aid, Fire Marshals
- / Manage RocketSpace operations
- / Co-ordinate set up for Mudano events and meetings
- / Support across business operations and manage the ops team email inbox
- / Assist with on-boarding/off-boarding of employees

IT Admin:

- / Set up laptops
- / IT asset management
- / Ensure IT equipment is stored safely
- / Preparing systems/software for new and existing staff

Executive Assistant Support to leadership team:

- / Greet external guests from time to time
- / Organise and schedule meetings
- / Book travel arrangements
- / Reconcile and submit expenses
- / Provide friendly office support to visitors and the Mudano team
- / Handle requests and queries from senior managers

*Love what
you do*

Key skills and experience

- / Experience managing admin in a busy office environment
- / Working knowledge of office equipment including scanners and printers
- / Intermediate Microsoft Office skills and comfortable with online technology (tech savvy)
- / Excellent time management skills and the ability to prioritise work
- / Attention to detail and problem-solving skills
- / Ability to take initiative and recognise what needs to be done and get it done with little direction
- / Strong organisational skills with the ability to multi-task
- / Excellent written and verbal communication skills
- / Professional telephone manner
- / Excellent organisational skills
- / Excellent interpersonal skills

Benefits and compensation

- / Salary 25k - 30k (depending on skills, experience and qualifications)
- / Flexible holiday plan of 25 days annual leave (plus bank holidays)
- / Comprehensive benefit package including private medical, wellbeing cover, discounted gym membership, and life insurance
- / Pension scheme with 3% employer contribution
- / Entry into our company stock option scheme
- / Individual training budget and career mentoring
- / 1% club – small benefits that make a big difference (i.e. monthly audible/book allowance, UBER for business)
- / Edgy head-office in start-up incubator (including Thursday beer hours, networking, TED style talks, and unlimited tea/coffee and fruit)
- / Choice of Mac, Windows, or Linux dual-boot and tablet
- / Flexible working