

Job Title: Junior Office Manager / Operations Coordinator

Location: London, UK

Salary: £25,000 per annum, dependent on experience

About Us

Infiniti is an early-stage startup with a mission to drive meaningful impact in the sustainability space. Our vision is to build a company that not only scales commercially but also creates long-term value for people and the planet.

About You

We're looking for someone who thrives in an entrepreneurial environment and is excited by the opportunity to build something from the ground up.

The Junior Office Manager/Operations Coordinator supports the smooth day-to-day running of the business by owning administrative, operational, and coordination tasks across the office and factory space. The role works closely with the COO and wider leadership team and is well-suited to someone who is highly organised, proactive, and looking to grow a career in operations.

Key Responsibilities:

Office & Facilities Management

- Manage day-to-day office operations to ensure a well-organised and efficient working environment
- Order and maintain office supplies, equipment, and inventory
- Support office moves, refits, or minor revamps where needed

Operations & Administration

- Support core administrative processes across the business
- Maintain internal documentation and software to support the business
- Assist with scheduling, diary coordination, and meeting logistics
- Manage travel bookings and accommodation arrangements

Finance Administration (Support)

- Support accounts payable and receivable administration
- Track expense submissions and follow up where required
- Assist with supplier onboarding and payment administration

People Operations & HR Support

- Support recruitment administration (posting job ads, scheduling interviews)
- Assist with offboarding processes, including equipment return and admin tasks
- Maintain accurate employee records and HR documentation

Events, Conferences & Team Activities

- Organise internal team events and offsites
- Coordinate logistics for conferences and external events (venues, catering, materials)
- Research potential events, panels, podcasts, and media opportunities

Marketing & Communications Support

- Gather basic marketing performance data and insights
- Support content preparation and asset management

Vendor & Supplier Coordination

- Act as the first point of contact for day-to-day supplier communications
- Maintain supplier trackers and documentation
- Support contract administration and renewals

Skills & Experience

Essential

- Start-up experience
- Strong organisational and time-management skills
- Excellent attention to detail and follow-through
- Clear written and verbal communication skills
- Ability to manage multiple tasks and priorities
- Comfortable working with tools such as Google Workspace / Microsoft Office
- Proactive, reliable, and solution-oriented mindset

Desirable

- Experience supporting HR, finance, or events administration
- Interest in operations, business management, or startups

This role offers strong development opportunities into:

- Operations Manager
- People Operations Manager
- Business Operations or Chief of Staff support roles

Equal Employment Opportunity

Infiniti Recycling is committed to providing equal opportunities in employment and to avoiding unlawful discrimination. We value diversity and are committed to creating an inclusive working environment where everyone is treated with dignity and respect.

We aim to ensure that no job applicant, employee, contractor, or worker is treated less favourably on the basis of a protected characteristic, in line with the Equality Act 2010.