

**Job Title**

Office Manager

About Us

Pixel-Flo is a spin-out from the University of Sheffield developing Continuous-Flo™, a new manufacturing platform designed to solve one of the critical bottlenecks holding back the adoption of next-generation microLED displays.

MicroLED displays offer major performance advantages over LCD and OLED technologies, but the display industry has been limited by the lack of a scalable and cost-effective manufacturing solution. Pixel-Flo's proprietary continuous-flow mass-transfer process addresses this challenge, unlocking the potential of microLED display across wearable devices, automotive display, TV and more.

We have recently secured significant, multi-year funding and are expanding our team, office and laboratory capability in Sheffield. This is an opportunity to join Pixel-Flo at the point where university-originated technology is being translated into an industrial engineering platform and a high-growth deep-tech business.

As we scale, we are building a multidisciplinary team across engineering, process development, commercial activity and operations. We are looking for people who want to help shape the company from an early stage and contribute to our supportive culture that is ambitious, innovative, practical and collaborative.

The Opportunity

We are looking for an Office Manager to help build and maintain the operational backbone of Pixel-Flo as we grow our team, office, labs and international activities.

This is a hands-on role for someone who enjoys creating order, improving systems and making sure a fast-moving multidisciplinary team has what it needs to operate effectively. You will support the smooth running of our Sheffield office, help maintain clear documentation and folder structures, coordinate meetings and travel, and work closely with our external HR, accounts and IT providers to ensure high-quality service provision across the business. The role will suit someone who is highly organised, proactive and comfortable working in a growing startup environment where priorities can move quickly.

You will be joining at an important stage as Pixel-Flo scales from a founding team into a larger engineering and commercial organisation.

Role and Responsibilities

You will help ensure the smooth day-to-day running of Pixel-Flo's office and business operations, supporting a multidisciplinary team across engineering, commercial, leadership and external partners.

You will:

- Manage the day-to-day running of the office, including supplies, equipment, meeting spaces and general facilities coordination
- Maintain and improve company documentation, records, templates, filing systems and folder structures
- Help establish and improve administrative processes as the company scales
- Organise internal and external meetings, including scheduling, room bookings, agendas, actions and follow-up where required
- Support the preparation and collation of board, investor and management meeting materials
- Coordinate travel, accommodation and logistics for team members, visitors and international meetings
- Organise company events, workshops, visits and team activities
- Act as a dependable point of contact for office-related queries, visitors, contractors and suppliers
- Support office relocation, fit-out and facilities improvement projects, including coordination with contractors, suppliers and building management
- Work with external HR, accounts, IT and professional service providers to ensure high-quality support for the business
- Support onboarding logistics for new starters, including equipment, accounts, documentation and office setup
- Support purchasing, invoice tracking and administrative coordination with the finance provider
- Support the leadership team with administrative tasks, diary coordination and general business organisation

Must-Have

- Experience in office management, operations, administration or business support
- Excellent organisational skills and strong attention to detail
- Confident managing documentation, folders, records and administrative processes
- Strong written and verbal communication skills
- Comfortable coordinating meetings, travel, events and external suppliers

- Able to manage multiple priorities in a dynamic, fast-moving environment
- Reliable, dependable and diligent, with the ability to follow through and keep others informed
- Open, honest and collaborative working style
- Proactive, practical and willing to take ownership
- High level of discretion and professionalism when handling confidential information
- Strong working knowledge of Microsoft Office, Teams, SharePoint or similar platforms
- Ability to work mainly from the office

Nice-to-Have

- Experience working in a startup, scale-up or growing SME
- Experience supporting engineering, manufacturing, technology or R&D teams
- Experience working with external HR, finance, IT or legal service providers
- Familiarity with board packs, investor materials or senior management reporting
- Experience setting up administrative systems, document control processes or internal knowledge bases
- Basic understanding of procurement, supplier management, facilities coordination, office moves or fit-outs
- Experience supporting international travel, visitors, events or customer meetings
- Interest in working in a deep-tech, hardware or semiconductor-related environment

What Makes This Role Different

This is not simply a routine office administration role. You will help create the structure, systems and working environment that allow a growing deep-tech company to operate effectively.

As an early member of the team, you will have broad exposure across office operations, engineering and laboratory activity, commercial work, board meetings, suppliers, contractors and international partners. This is an opportunity for someone who enjoys bringing structure to a growing organisation and wants to play a central role in helping an ambitious technology company operate at a high standard.

Details:

Benefits: Competitive salary, company pension scheme with 4% employer contribution, eligibility for participation in the company share option scheme - Own the success you create. 25 days annual leave plus bank holidays.

We work: Monday - Friday - 37.5 hours

Location: Central Sheffield

Remote: No

How to Apply

To apply, please send your CV and a cover letter to rick@pixel-flo.com

Pixel-Flo is growing, and we are recruiting across a number of roles as we build our engineering, commercial and operational capability. If this specific role is not quite the right fit, but you believe you could make a strong contribution to Pixel-Flo, we would be pleased to hear from you. Please send your CV and a short note explaining where you think you could add value to the team.