



What can we develop together?

1. ABOUT CRUX

Crux are world-leaders in the design, simulation and analysis of medical devices and consumer products; working as a trusted partner to many medical companies and household brand names, our projects touch lives by delivering a vast array of products to global markets.

2. OFFICE MANAGER

We are looking for an experienced Office Manager who has a passion for excellence and outstanding attention to detail to join our Bristol team.

In this fast-paced role, you will be responsible for the management and supervision of our Front of House team, schedule all servicing and maintenance requirements for the building and carry out essential administrative tasks to ensure the seamless daily operations of the office.

You'll play a vital role in promoting a safe and efficient work environment, work closely with the Operations and Quality teams to ensure full compliance with health and safety standards including first aid and fire safety protocols. Additionally, you'll provide high-level executive support to senior colleagues as needed.

We're looking for someone who is proactive by nature, thrives on problem-solving and consistently goes the extra mile to get the job done. If you're passionate about creating a positive, productive workplace, we'd love to meet you!

3. PRINCIPAL RESPONSIBILITIES

- Oversee day-to-day office operations
- Manage and support the Front of House (FOH) team
- Supervise FOH team to carry out visitor procedures, including ensuring guest sign-ins, issuing visitor badges, and confirming compliance with security protocols
- Schedule all servicing and maintenance for office buildings
- Maintain fire safety records
- Conduct regular Health and Safety (H&S) checks, record accident and near miss reports and sit on our internal H&S team
- Identify and coordinate building improvements and planning
- Carry out Standard Operating Procedure, H&S and other training as part of new starter inductions
- Act as Key Holder and provide Key Holder training as needed
- Plan and manage companywide events
- Book travel for internal staff and clients, including; flights, taxis, hotels, car hire etc.
- Accurately handle petty cash requests
- Provide administrative support to the Operations and Quality function and wider Crux team
- Provide executive support to senior team members
- Encourage employees to adhere to Crux policies and procedures within the office
- Working with the Head of Operations to set the office budget for supplies, maintenance, and events

4. WHAT WE'RE LOOKING FOR...

4.1 Essential:

- Minimum 1-2 years experience working in a similar role
- Strong administrative skills
- Detail-oriented
- Proficient in all Microsoft Office platforms
- Hardworking and proactive with strong problem-solving abilities
- Excellent organisational and communication skills
- Ability to take ownership and execute tasks efficiently
- Personable, service-orientated approach
- Ability to meet deadlines, multitask and work under pressure
- Trustworthy, reliable and willing to go the extra mile

4.2 Desirable:

- Line management experience
- First Aid and Fire Warden training
- Experience with Legionella testing

5. WHY YOU'LL LOVE WORKING HERE

We're a dynamic and fast-growing engineering consultancy that takes pride in its outstanding work and supportive work environment.

As a member of our team, you'll collaborate with a diverse group of skilled professionals who excel in their respective fields. Our strong community is built upon effective communication and happy employees, collaboration in project work and regular social events are the norm.

Check out what an opportunity at Crux offers you: [Life at Crux](#)

If you're interested in working on multidisciplinary design projects, tackling some of the toughest briefs in the medical and consumer goods sectors, then we want to hear from you!



Interested? Email your CV and covering letter to careers@cruxproductdesign.com and add 'Office Manager' as the email subject.

For our privacy notice please see the following link: [Crux Privacy Policy](#)