

JOB DESCRIPTION.

F↑TENIX



Role	Operations Manager	Salary	Competitive
Location	Salford	Leave	33 days

We're looking for a proactive and highly organised Operations Manager to oversee and optimise the day-to-day operations of our growing business. You'll be the glue that enables seamless collaboration between product, service, and commercial teams, ensuring operational efficiency, financial accuracy, and scalable growth.

RESPONSIBILITIES

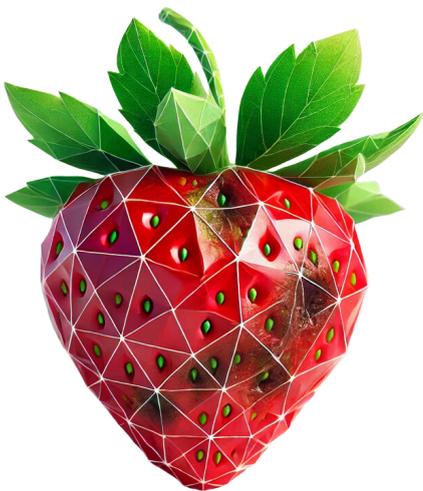
Area	Tasks
Organisation & Delivery	Keep meetings, and tasks on track. Ensure accountability by following up actions, spotting blockers early, and maintaining delivery momentum across teams.
People & Culture	Support a positive team rhythm. Keep team communication smooth and morale high. Maintain people processes and ensure new hires are onboarded smoothly.
Finance Coordination	Work closely with the Financial Controller to keep timesheets, expenses, and purchase records accurate and up to date.
Systems & Processes	Build and maintain simple, scalable systems that keep everyone aligned – project trackers, templates, and shared resources. Continually refine how we work to make things flow better.
Communication & Follow-Through	Act as the connective tissue between teams – turning ideas into actions, keeping everyone aligned, and ensuring clarity and progress in all directions.
Office & Logistics	Keep the practical wheels turning – from workspace coordination to IT setup and supplier management. Ensure people have what they need to do their best work.

CORE COMPETENCIES

- Exceptionally organised, proactive, and reliable
- Comfortable chasing actions and holding people accountable (without friction)
- Strong communicator who keeps everyone in the loop
- Self-sufficient – sees what needs doing and does it
- Practical problem solver with a sense of calm under pressure
- Comfortable with tools like Asana, Hubspot, and Google Workspace

BONUS COMPETENCIES

- Experience in a startup or scaling environment
- Exposure to HR, EA or people operations
- Familiarity with time tracking or time sheet systems
- Experience supporting technical or creative teams



OUR VALUES

As an equal opportunity employer, we encourage individuals across any sexual orientation, race, religion, ethnicity, age, gender, neurodiversity, and/or disability to apply. Our ethos is to propagate creative talent, each individual provides a key facet to our culture. We are aware of the pressures of today's lifestyle and operate flexible work times and locations to facilitate. Staff training programmes help you develop your future with high-performing but laid-back individuals. A constant supply of local coffee and tea and a collaborative music playlist set the scene for those Monday mornings.