

## LOCATION

In-Office - Wimbledon, London

## TEAM REPORTING & STRUCTURE

Reporting to the Group EA & Head of Culture

## ROLE OVERVIEW

Nineteen Group is looking for an experienced and proactive Office Manager to oversee the day-to-day operations of our current Wimbledon office and then later in the year, our new office in Wimbledon Quarter. This is a key role supporting a busy office of over 150 people, ensuring the workplace runs smoothly, efficiently, and provides a great experience for employees and visitors alike.

## KEY RESPONSIBILITIES

### Office Operations & Facilities Management

- Manage the day-to-day operations of the office, ensuring a well-organised, safe, and welcoming environment for employees and visitors
- Act as the main point of contact for facilities management, landlords, suppliers, and service providers, coordinating maintenance, repairs, and service schedules
- Oversee office supplies, equipment, and inventory, ensuring adequate stock levels and cost-effective purchasing
- Manage health & safety procedures, conduct regular risk assessments, and ensure compliance with all relevant regulations and company policies
- Coordinate office layouts, space planning, and workspace optimisation to support business needs
- Monitor office budgets and track expenditure related to facilities, supplies, and services
- Support business continuity planning by maintaining emergency procedures and office preparedness

### People, Onboarding & Office Experience

- Coordinate office moves, desk allocation, and onboarding logistics for new starters, ensuring a smooth and positive employee experience
- Prepare workstations, arrange access passes, and coordinate IT and equipment requirements for new hires
- Support senior management with administrative tasks, scheduling, and office-wide initiatives
- Act as a point of contact for employee queries related to office facilities, processes, and general administration
- Help organise internal events, meetings, training sessions, and team activities to enhance employee engagement and company culture
- Assist with visitor management, meeting room coordination, and hospitality arrangements
- Contribute to initiatives that improve employee wellbeing, engagement, and workplace experience

## Administration & Process Improvement

- Handle general office administration, including policies, procedures, records, and documentation
- Maintain and update internal systems, records, and office-related databases to ensure accuracy and accessibility
- Identify and implement process improvements to enhance efficiency, organisation, and office operations
- Support procurement processes, supplier contracts, and service renewals
- Assist with compliance-related documentation where necessary

## QUALIFICATIONS & EXPERIENCE

### Essential

- Proven experience in an Office Manager (or similar) role within a medium to large organisation
- Highly organised with strong problem-solving capabilities
- Excellent communicator with confident interpersonal skills
- Able to juggle multiple priorities in a fast-paced environment
- Experience managing suppliers, budgets, and office facilities
- Comfortable supporting a diverse, cross-functional team
- Strong proficiency in Microsoft Office and Outlook
- Familiar with Canva for basic design and internal communications

## COMPANY OVERVIEW

[www.nineteengroup.com](http://www.nineteengroup.com)

Nineteen Group is a fast-growing events and media business backed by Phoenix Equity Partners, serving vital sectors including security, fire safety, emergency services, retail technology, health and safety, construction, manufacturing, and more.

We build vibrant industry communities through world-class events and media, creating spaces where ideas are shared, relationships are formed, and practical solutions shape the future.

Headquartered in Wimbledon, London, with offices across the USA, Hong Kong, and Singapore, Nineteen is powered by a passionate global team. Our people live our KADI values - Kind, Agile, Driven, and Inclusive - because we're a culture-first organisation that puts our people first; we just happen to do great events too.

Nineteen embraces diversity and equal opportunity and is committed to building teams that represent a variety of backgrounds, perspectives and skills.

## EQUAL OPPORTUNITIES

Inclusivity is at the heart of everything we do at Nineteen, and that requires a diverse team of great colleagues who feel they have a clear place with us, supporting us all to grow. The more inclusive our employees feel, the better we feel and the quicker we all develop. We are keen to meet people with varied backgrounds and experiences.

We recruit based on merit, potential, and fit to our cultural values. Product knowledge we can teach.