NETPark Plexus,
Thomas Wright Way
Sedgefield, County Durham,
TS21 3FD, UK

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Job Description: Office Manager

Role Overview

IBEX Innovations Limited is seeking an organised, proactive, and adaptable Office Manager to oversee the smooth running of our day-to-day administrative and operational functions. This role is ideally suited to a highly efficient individual who thrives in a flexible, mostly remote working environment and who can balance practical administrative duties with organisational and people-focused responsibilities.

The successful candidate will report directly to the CEO and work closely with the Business Manager, managing company processes and ensuring operational effectiveness. This is a permanent position, initially offered on a 2–3 days per week basis, with the possibility of increasing to full-time within 12–18 months.

Key Responsibilities

Office & Administration Management

1. Oversee and maintain company administrative systems, records, and databases.
2. Manage correspondence, scheduling, and day-to-day operational tasks.
3. Support our Business Manager in ensuring policies and procedures are up to date.
4. Assist with budget tracking, expense management, and supplier invoicing.

Team & Resource Coordination

1. Act as a central point of contact for staff
2. Coordinate meetings, travel arrangements, trade shows and company events.
3. Manage office resources and supplies for both remote and in-office requirements.
4. Coordinate occasional attendance at the Sedgefield office, ensuring it is well-maintained and equipped.

Candidate Profile

1. Proven experience in office management, business administration, or a related role.
2. Excellent organisational and time-management skills, with the ability to prioritise and multitask.
3. Strong written and verbal communication skills.
4. Comfortable working independently in a remote-first environment.
5. Competent in Microsoft Office Suite.
6. Professional, approachable, and adaptable to evolving business needs.

Working Pattern & Benefits

- Part-time: 2–3 days per week (scope to increase to full-time within 12–18 months).
- Holiday: 25 days per year (pro-rated for part-time)
- Flexible working: Core hours between 10am and 3pm, flexibility on working days
- Location: Mostly remote, with occasional attendance required at the Sedgefield office
- Life insurance
- 5% employer pension contribution

This role offers the opportunity to contribute to the efficiency and success of an innovative MedTech business, working alongside a passionate and driven team in a supportive and flexible environment.

About IBEX

IBEX is a software Medical Device company developing technology to improve the diagnosis of Osteoporosis, a disease which results in thinning of the bones and increases the likelihood of fracture. We thrive on the knowledge that our software helps to make lives better by supporting healthy ageing, and this gives a real sense of purpose to everything we do.

We are a team of 13 and, despite being a largely remote-working team, we are very close-knit. We pride ourselves on offering a fun, friendly, and intellectually challenging environment to work in — something reflected in our excellent staff retention.