

## Office Manager & ‘Chief Fun Officer’ Associate

**Reports to:** Partners                      **Department:** Administration  
**Location:** London/Flexible           **Salary:** £TBC

### Join us VIPA Digital

VIPA Digital is a specialist consultancy at the forefront of data centres and digital infrastructure. As we continue to grow, we’re looking for a proactive, organised, and energetic **Office Manager** to help us scale our operations, shape our internal culture, and ensure the smooth day-to-day running of the business.

This is a diverse and rewarding role suited to someone who enjoys variety, combining office management, internal process development, marketing support, and team engagement. You’ll be a key part of a collaborative, people-first company that values initiative, creativity, and cultural contribution.

### About the role

The Office Manager will be the operational backbone of VIPA Digital. From maintaining a well-run office environment to supporting internal initiatives and external communications, you’ll ensure that the business runs efficiently and continues to be a great place to work.

This role sits at the intersection of operations, finance, marketing, administration, and culture. You’ll work closely with the leadership team and wider consultancy group to enhance business performance and support our growing client portfolio.

### Responsibilities

#### *Office & Business Operations*

- Oversee the day-to-day running of the London office and coordinate facilities management.
- Support diary management, scheduling, and logistics for team meetings and events.
- Manage supplier relationships, procurement, and basic finance administration (e.g., invoices, expenses etc).
- Help develop and implement internal processes, templates, and documentation systems.
- Assist with the Health & Safety responsibilities with the office

#### *Marketing & Communication*

- Assist in creating and updating marketing collateral, presentations, and proposals.
  - Coordinate updates to the company website, social media channels, and branded content.
  - Support the planning and delivery of external events, conferences, and client communications.
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### ***Technical & Project Administration***

- Help with the weekly project management, updating project status into the Airtable Customer Relationship Management (CRM) tool.
- Maintain document control procedures and ensure version management across project files.
- Support VIPA Digital with administrative needs related to client projects and internal initiatives.

### ***People & Culture***

- Organise social events and team activities through the social committee.
- Contribute to maintaining a vibrant and inclusive company culture.
- Act as a point of contact for new joiners, supporting onboarding and induction processes.

### **What we are looking for**

- Proven experience in office management, team administration, or operational support roles.
- Strong organisational skills, with an ability to prioritise and manage multiple tasks.
- High attention to detail, with excellent written and verbal communication.
- Comfortable using a range of digital tools (e.g., Office 365, Canva, CRM systems, social media platforms).
- A team player with a proactive, can-do attitude and a passion for creating a great working environment.
- Experience supporting marketing or professional services environments is a plus.

### Why VIPA Digital?

- **Supportive Culture:** We foster a collaborative, respectful, and inclusive team environment.
- **Flexibility & Trust:** Hybrid working and autonomy are core to how we operate.
- **Diverse Role:** You'll gain exposure to all aspects of a growing consultancy business.
- **Opportunity to Shape:** Be part of building and improving how we operate as a company.

### Ready to Join Us?

If you're looking for more than just a job and want to join a team where your ideas, experience and ambition are valued, we'd love to hear from you.

Please send your CV and a short note on why you're interested to [info@vipadigital.com](mailto:info@vipadigital.com)