

Want to help
shape the moments
that matter?

Acteon

Office & Business Operations Coordinator

(Part-time)

Do you take pride in keeping an office running smoothly — noticing what needs fixing, sorting out problems before they grow, and making the space somewhere people feel welcome and comfortable?

Who we are and how we work

Acteon helps people and organisations thrive through the outstanding design and delivery of communication and learning. We are a 60-strong team of consultants, designers and developers, led by five active partners.

We work in an informal, collaborative way and take pride in high standards and a positive working environment. This requires mature, cooperative and self-directed colleagues.

The role

We are looking for an organised, practical and proactive person to help keep our Cambridge office and day-to-day business administration running smoothly.

This is a varied, hands-on role for someone who enjoys making things work well. You will look after the practical details of our office, coordinate important administrative processes and provide dependable support across the business.

We are particularly interested in finding someone who notices what needs attention, takes ownership and follows things through.

What you'll be doing

Your work will include:

- keeping the office, meeting rooms and shared spaces organised, welcoming and appropriately supplied;
- welcoming visitors and dealing with post, deliveries and contractors;
- coordinating cleaners, repairs, maintenance and other facilities requirements;
- maintaining office, health and safety, licence, subscription and compliance records;
- monitoring important renewal dates, inspections and routine checks;
- coordinating practical arrangements for new starters, employee changes and leavers;
- maintaining accurate records, registers, templates and administrative checklists;
- supporting supplier and contract administration;
- arranging internal meetings, training sessions and occasional events;
- liaising with external IT, facilities and other service providers;
- providing straightforward administrative support to the finance team;
- identifying potential issues or missed deadlines and dealing with them promptly.

A full job description will be provided to candidates invited to interview.

About you

You will:

- have previous experience in office administration, business support or a similar coordination role;
- be organised, reliable and attentive to detail;
- take pride in creating a welcoming and well-run workplace;
- be proactive and comfortable working without continual direction;
- take ownership of tasks and follow them through to completion;
- communicate clearly and professionally;
- be confident using Microsoft Outlook, Word, Excel and shared document systems;
- handle confidential information appropriately;
- use sound judgement about what you can resolve and what needs to be escalated;
- be willing to undertake the everyday practical tasks involved in keeping a small office running smoothly.

Experience within a consultancy, professional-services business or similar organisation would be helpful, but it is not essential.

Working pattern

This is a permanent, office-based role for 20 hours per week, normally worked over four days.

The precise days and hours will be agreed with the successful candidate to provide useful office coverage. Some occasional flexibility may be needed for new starters, meetings or planned events.

What you'll be doing

- £17,600 annual salary for 20 hours per week, equivalent to £33,000 full-time.
- 7% employer pension contribution.
- A permanent part-time position.
- A varied role with scope to organise and improve routine processes.
- The opportunity to become a trusted member of an established Cambridge consultancy.

Making your application

Please submit your CV and a short covering statement telling us:

- why this role and working pattern appeal to you;
- what relevant experience you would bring; and
- what you think makes a workspace feel welcoming and well looked after.

Applications must be submitted by **30 October 2026**. Please send your application by post or by email to: **recruitment@acteoncommunication.com**

Acteon, Burleigh House, 15 Newmarket Road, Cambridge, CB5 8EG.

Following review of the applications, selected candidates will be invited to our offices for an interview.

Acteon designs and delivers blended learning to help organisations flourish. We craft creative solutions that make a real and lasting change for our clients. We provide support for strategy & design, change communication, e-learning, blended learning, mobile, video, animations, workbooks, gamification, coaching tools and learning management.

Acteon is a multi-award winning agency with an international reputation for quality and innovation.

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