



Role: Operations Admin

Full-time

Competitive salary. The exact offer will depend on the candidate's experience.

Job headline

Responsible for keeping the wheels a-turning at PeBe! Looking after customer enquiries and services, business processes, logistics, and bookkeeping.

What we offer

- A fast-paced, reactive job at one of the UK's most exciting women's sportswear start-ups.
- A rare chance to be part of the founding team, where good ideas and strategies are implemented quickly.
- Work with a dynamic social bunch, with access to the world-best performance sports bras!
- Huge purpose... be part of helping more women and girls engage in sport and exercise and feel confident about their bodies.
- Generous bonus structure and benefits.

Who we are

- PeBe offers a new era of sports bra to suit different stages of life and body type.
- We enable women to move with freedom and confidence. So they feel bold and brave and inspired to realise their capabilities.
- We are here for all women who want the ultimate support and comfort when exercising.
- We create 'OMG' moments when women finally feel what a brilliant sports bra can do for them.
- PeBe is there for *your* personal best.

Who we are looking for

A candidate to join our small but mighty team at PeBe, running the operations administration for the business, aka keeping us all moving!

The ideal candidate will be someone who has the following competencies:

- Is a grafter that will roll their sleeves up and get jobs done well.
- Likely to be a list enthusiast. Happy with spinning lots of plates and knowing the detail across the board (because of their lists!).
- Is a self-starter, with a strong professional work ethic, who takes care and pride in their work.
- Is energised and confident in co-ordinating with lots of stakeholders.
- Is comfortable collaborating closely with team members at all levels and can work independently when needed.

Essential skills for this role

- Excellent attention to detail
- Outstanding plate spinning skills
- Ability to think logically
- Dedicated approach to customer happiness
- Proven experience of organising diary/ travel arrangements
- Will need to use Xero to tally our invoices and receipts. Happy to train you if not used before.

Role responsibilities

This role will broadly be broken down into:

- **Inbox management:** responsible for managing our team inboxes and fielding queries. You'll be the first port of call to customers, so need to be on point with making people happy!
- **Logistics, incl. diary management:** making sure our products, people and equipment are where they need to be, when they should be there!
- **PA support to the co-founders:** supporting Charlotte and Lucy in the tracking of team productivity, managing their diaries and expenses and ad hoc matters as they come up.
- **Finance:** the paying and chasing invoices, reconciliation of bank statements monthly in Xero.
- **Orders:** supporting the team in finalising and booking orders with our warehouse.
- **Training:** We have playbooks ready to go for your use and will train you on how to use them.

Working arrangements

- This is a dynamic remote working role.
- Most of your time will be remote, with the expectation that you can make it to London once a week for our in-person team days.
- We expect the time commitment for this role to be around 40 hours per week but we're flexible for this to be condensed into a 4-day working week.

Benefits of working at PeBe:

- Join our close-knit team of high performing, passionate people.
- Be part of a company where health and wellness is nurtured and encouraged.
- Opportunity for fast growth.
- Flexible exercise policy.
- Pension scheme.
- Generous bonus opportunity.
- 28 days holiday per year (including bank holidays). We expect you to take these days, it's important to take a break and maintain a healthy home life outside of work!
- 2 bonus recharge days per year (these can be taken as half days). Just give us 48 hours' notice that you need a bit of time off to do what you need.
- Your birthday off!
- Flexible additional unpaid leave policy to encourage adventure in your life.
- We're a flexi working team, so long as you can make our core online hours and deliver on key milestones.
- Two weeks work from anywhere (including abroad).
- Maternity leave policy available.
- Gym membership.
- 2 PeBe sports bras per year + 15% discount to offer your friends and family.
- Generous allowance for food when you're on the go for us, we want you to be well nourished!

