

JOB VACANCY

Office Admin & Ops Coordinator [REF: LC_Office_Admin]

Company Profile

Lineat Composites is creating world's strongest recycled material and developing its carbon fibre recycling technology to full industrial scale and solve key problems in the high-tech manufacturing industry related to cost, productivity, and sustainability of carbon fibre composites. We are a clean-tech start-up based in Chepstow aiming to turn carbon fibre into the green material of the future with our novel water-based fibre alignment technology. We enable re-use of carbon fibre waste by creating a new aligned fibre feedstock material that can substitute virgin material and produce the world's strongest recycled fibre composite products.

Job Overview

Lineat is looking for a self-motivated and skilled office administrator to ensure smooth company operations across a diverse range of activities. You will play a key role in making sure the business runs smoothly, supporting staff and senior management with all admin-related tasks, such as purchasing, tracking deliveries, goods in, shipping preparation and other. The tasks may also include making travel arrangements, record keeping and working with the warehouse team. You will be a good communicator, building relationships across different departments internally, as well as externally with suppliers, facilities and other support contacts.

Principal Responsibilities and Duties

- Handle logistics and procurement, including courier bookings, national and international shipping documentation, and tracking time-sensitive purchases and deliveries.
- Oversee office and facilities management, organise the workspace and ensure uninterrupted services. Responsibilities include organizing events, meetings, travel, and arranging catering for business events.
- Provide administrative support by managing reception duties, handling office paperwork, maintaining asset and purchasing records, and overseeing timesheets and employee records.
- Manage company compliance and documentation, for example updating supplier and customer information, maintaining calibration records
- Provide executive and HR support, assisting management with administrative tasks and facilitating employee hiring, onboarding, and orientation.

Required Knowledge, Skills and Experience

- Previous experience in a similar admin role is required, with experience in operations preferred.
- Experience with recruitment / hiring would be advantageous, either as a team manager or within HR role.
- Affinity with computer systems / good computer skills, such as MS Office (Excel & Word) is essential.
- Excellent interpersonal skills, a direct and understanding approach to suppliers and clients is required, together with an open working relationship with the internal teams (Management, Finance, Engineers).
- Demonstrated ability to work in a dynamic environment, including the ability to learn on the job and able to adapt to changes.
- Ability to work under pressure and to tight deadlines, with strong attention to detail.

Lineat offers a competitive salary package combined with excellent growth and development prospects.

To apply, please email your CV and single page cover letter to info@lineat.co.uk quoting reference [REF: LC_Office_Admin] in the subject.