

HR and Office Manager

Job Description

Reports to	Chief Operating Officer (COO)
Department	Operations
Location	Hybrid: home based and 3ti's office at Surrey Technology Centre, 40 Occam Road, Guildford, GU2 7YG
Hours	15 hours per week, worked flexibly as either 2 days of 7.5 hours or 3 days of 5 hours, by agreement
Contract type	Part time, permanent
Salary	£40,000 per annum, pro rata

Role Purpose

3ti Energy Hubs is looking for an experienced HR and Office Manager to bring a blend of human resources management and office administration in-house, replacing our current outsourced HR contractor arrangement. This is a hands-on, generalist role suited to someone who enjoys variety and can manage HR processes and office operations with equal confidence.

The role holder will own the day-to-day HR administration cycle, including onboarding, offboarding, appraisals and hiring support, while also keeping our Guildford office running smoothly. This role does not include payroll responsibilities.

Key Responsibilities

HR Management

- Manage end-to-end onboarding and offboarding, including right-to-work checks, contract issuance and induction scheduling.
- Coordinate the annual and probationary appraisal cycle, including scheduling, template management and follow-up on actions.
- Support recruitment and hiring, including advertising vacancies, screening candidates, coordinating interviews and issuing offer documentation.
- Maintain accurate and up-to-date employee records in BambooHR.
- Act as the first point of contact for day-to-day employee queries, escalating complex matters to the COO.
- Support the implementation and maintenance of HR policies, including the Staff Handbook and standalone policies.
- Coordinate training and development activity, including tracking completion of mandatory training.
- Assist with employee relations matters such as absence management, disciplinary and grievance processes, working alongside external HR advisors where specialist input is required.

Payroll is not part of this role and will remain with a separate function.

Office Management

- Manage day-to-day office operations at the Guildford site, including supplies, equipment and facilities coordination.

- Act as the primary point of contact for office-related suppliers and contractors.
- Support health and safety administration for the office environment.
- Coordinate meeting room bookings, visitor arrangements and hospitality for on-site meetings.
- Manage incoming and outgoing post and deliveries.
- Support the wider team with general administrative tasks as required.

Person Specification

Essential

- Proven experience in an HR administration or HR generalist role.
- Proven experience in an office management or administration role.
- Proficiency with BambooHR.
- Strong working knowledge of Microsoft Office (Word, Excel, Outlook, Teams).
- Confident using Claude AI support day-to-day tasks.
- Excellent organisational skills and high attention to detail.
- Strong written and verbal communication skills.
- Ability to manage confidential information with discretion, in line with data protection requirements.
- Ability to work independently and manage a flexible, part-time schedule effectively.

Desirable

- CIPD qualification, or working towards one.
- Experience working within a small or scale-up business environment.
- Experience supporting recruitment for technical or engineering roles.

Working Pattern

- 15 hours per week, worked flexibly across either 2 days of 7.5 hours or 3 days of 5 hours, by agreement.
- Hybrid working: a mix of home based work and time on-site at 3ti's office at Surrey Technology Centre, 40 Occam Road, Guildford, GU2 7YG.
- Some on-site presence will be required to support in-person elements of onboarding, meetings and office management.

About 3ti

3ti stands for Three Technology Infrastructure: Solar, Storage and EV Charging. We're delivering a fairer, faster and cleaner energy transition through the decarbonisation of energy and transport. 3ti is a certified B Corp, and our flagship product, HALO FastHub, is a smart solar EV charging hub that installs and commissions in a single day.

How to Apply

Please send your CV and a short covering note to info@3ti.co.uk with the subject title "HR and Office Manager Role" outlining your relevant HR and office management experience.

NO AGENCIES PLEASE