

Permanent, full-time, in-office position

Location: Sheffield, South Yorkshire, United Kingdom

About Rivelin

Rivelin's mission is to bring advanced robotics to the mainstream. We exist to unlock the automation of jobs that are too hazardous, too strenuous or just too unpleasant to do by hand. It takes a human craftsman years to learn machining and metalworking, a skilled trade which is vital for manufacturing the things we use every day. As jobseekers' priorities continue to move away from manual work, we hope to smooth the transition to simpler, safer and cleaner digital manufacturing through the power of software, mechatronics and AI.

We are looking for resourceful and collaborative optimists who don't see roadblocks but instead see stepping stones to success. You will join a team of growth-minded individuals who embrace challenges and take ownership of their work. Help shape the company as an early employee and create the future of manufacturing with the best team on the planet!

What You'll Do

- Manage user provisioning and access control systems.
- Oversee vendor relationships and procurement processes.
- Streamline internal processes and optimise workflows.
- Manage data efficiently and ensure data integrity, with a particular focus on robot test data.
- Provide administrative support to various departments.

Who You Are

- Highly organised and detail-oriented individual with a strong work ethic.
- Excellent communication and interpersonal skills to collaborate effectively across departments.
- Experience with administrative software and data management tools.
- Ability to prioritise multiple tasks and meet deadlines efficiently.
- Proactive problem-solving skills and a passion for continuous improvement.

Why You'll Love It Here

- **Location:** Our Sheffield HQ is a vibrant hub for outdoor enthusiasts, featuring world-class rock climbing, mountain/road biking, trail running, and more, complemented by boutique coffee and award-winning craft beer—all within a city with a lower cost of living.
- **Impactful Work:** At our startup, your contributions make an immediate, tangible difference, allowing you to see the direct impact of your work.
- **Dynamic Environment:** We're agile and adaptable, embracing rapid changes to meet customer needs and market dynamics, ensuring you'll face a rich variety of tasks and challenges.
- **Ownership & Rewards:** Benefit from generous share options, making you a true stakeholder in our shared success

To apply, go to rivelinrobotics.com/careers