

Business Management Coordinator

Salary: £35,000 - £45,000 + EMI*

Location: London (In office 3-days a week*)

About Tomoro

Tomoro enables organisations to realise competitive advantage with the power of Generative AI. We work with large corporate clients to create meaningful AI strategies, build production-ready AI solutions and effectively scale those solutions in their businesses.

Our alliance with OpenAI and NVIDIA (among others) enables us to lead the industry in building valuable, scalable, enterprise-ready solutions for businesses.

We're driven by applied R&D, prototyping and AI innovation. Our client teams are focused on tackling the most challenging aspects of applied AI in the enterprise sector directly with clients.

About the role

At Tomoro, we're not just reinventing the future of work for our clients—we're doing it for ourselves too. As an AI-driven business, we are on a mission to work with a zero admin policy and embrace an AI-first mindset in everything we do, ensuring efficiency and progress at every level.

We believe Tomoro is the best place in the world to work and this role is central to maintaining that. You'll help shape the way we operate, pushing boundaries and driving excellence as we continue to grow.

This is an exciting opportunity to make a meaningful impact on the growth of Tomoro, support strategic initiatives, and help build an engaging, innovative, and supportive company culture.

In partnership with:



tomoro.ai

Our mission is to make the 3-day working week a reality!

Everyone in Tomoro shares the passion for AI technology and its power for good and we are looking for people who believe in that mission to join us on our journey.

This role will naturally evolve as the business grows, offering endless opportunities to expand your impact. As part of the business management team, you'll work collaboratively to drive Tomoro forward every day, ensuring both the team's success and the smooth running of the business. Your influence will help shape our future, with the flexibility to adapt and lead as we continue to innovate and scale.

As part of the **Business Operations** team, you'll manage and optimise a range of core business processes, ensuring operational efficiency across all functions. Together we keep the engine of Tomoro running smoothly and successfully;

Our People: This role is a key support to the team day-to-day. From onboarding new joiners, ensuring a seamless experience from day one, and beyond. You'll support employee engagement initiatives and maintain a positive work environment.

Financial Success: This role will help to analyse finances, support budgeting, and cost-saving initiatives, and make employee approvals.

Zero-Admin Mission: Champion and maintain our zero-admin policy by identifying opportunities to automate tasks and improve processes with AI. While you do not need to already have experience using AI, a passion to learn how we can use AI to drive efficiency in the business is essential.

Marketing & Comms: You'll contribute to marketing activities by creating internal and external communications, ensuring consistency and engagement across the business. Furthermore, you'll help plan and coordinate internal and external events.

Office Space: Ensure our London HQ remains a productive and welcoming space.

Analyse internal data:
Review data and team feedback to provide insights that support business decisions.

Growth:

This role offers exciting growth opportunities as you will be integral in shaping our operational strategies, contributing to major decisions, and influencing how we continue to build the business as an AI-native company. You'll be an extension of the leadership team and have the chance to impact our long-term success.

Package

- EMI share options provide employees with a tax-efficient stake in our company's growth, aligning personal rewards with business success
- Holiday entitlement of 25 days + bank holidays
- Aviva Private medical insurance
- Medicash wellness cash plan to help cover the cost of everyday healthcare needs
- Life Policy
- Employee Assistance Programme with access to 24/7 helpline for in-the-moment support from qualified BACP counsellors
- Company pension
- Access to exclusive discount & savings platforms
- Tomoro career coach

Location

Hybrid working policy. While this may not be every week, this role should be prepared to attend the office at least 3 days a week.

Indicators you'll be a good fit

You thrive in fast-paced environments and have a talent for optimising processes, helping teams work smoothly and with maximum success:

- You'll work closely across all departments, and being naturally collaborative and eager to build a supportive culture is essential.
- Excellent communicator who genuinely enjoys building rapport with others, effortlessly connecting with people both within the team and externally.
- Adaptable and self-sufficient. As a growing, fast-paced organisation, Tomoro offers significant opportunities for rapid growth for everyone in the team. In this stage of the business, we need each team member to be able to operate independently and be flexible to work outside of their comfort zone.
- You approach each task, big or small, with enthusiasm and dedication. A flexible mindset allows you to seamlessly shift between hands-on tasks and strategic analysis, always focused on making a positive impact wherever you're needed.
- Passionate and positive. Tomoro exists because we believe we can drive transformative change with AI across entire industries. Everyone in the team needs to share their passion for AI technology and its power for good.
- Creative and curious. Staying at the forefront of the AI revolution requires effort from everyone in the team. Being passionate about learning and exploring AI, with openness to new ideas is essential to find new ways to drive the business
- Promoting an Inclusive Culture: AI should serve everyone, so fostering an inclusive work culture aligns with Tomoro's mission. Encouraging diversity and promoting practices that ensure fair treatment across all levels can strengthen both the workplace and the solutions Tomoro delivers.

Generative AI
at enterprise
scale

Tomoro DNA

In Tomoro we value diverse perspectives and experiences, and we understand that some strong candidates will not fulfil every qualification listed above.

Studies have demonstrated that individuals from underrepresented groups often experience feelings of imposter syndrome, leading them to underestimate their suitability for certain positions. We strongly encourage you to apply if this role excites you, even if you do not meet every single criterion. Your unique skills and experiences might be exactly what we need.

Tomoro is committed to promoting equal opportunities in employment. You and any job applicants will receive equal treatment regardless of any legally protected characteristics.

We are committed to providing reasonable accommodations to applicants with disabilities, please make us aware of your needs upon application.

We're AI native - AI is our second nature

We're human-centred - prioritise people in progress

We try things out - we experiment and learn from experience

We're a collective - we all work make tomorrow better than today

We show up different - making each engagement and interaction with Tomoro feels distinctive

We build for business - we aim to be a workplace where AI meets industry IQ

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