Job description

We’re looking for a rock star Office Manager / Administrator to join our outstanding Sydney team.

You would be joining at a very exciting time for the company. We are currently de-merging from one of Australia’s leading tech companies Reckon (ASX: RKN), and listing on the London Stock Exchange (AIM) to further realise our potential after years of rapid growth.

Our software is used by over 51,000 customers, sharing millions of documents with over 617,000 of their clients across 110 countries. We have plans to accelerate our growth even further, including launching new and cutting edge software. And we have established operations across the world: Australia, New Zealand, United Kingdom, and United States.

Your opportunities for personal growth would be enormous, only limited by how much you want to make a difference. However, we are only looking for the very best and brightest to join our talented team in Sydney. You need to be smart, experienced, and highly motivated to make the grade.

Nothing beats loving what you do

We all have to work Monday to Friday. We believe this should be the best, most exciting time of your week. Here are just a few of the values that make our A-class team tick:

* Every customer experience must include a smile ☺
* Show grit and make shit happen
* Keep it simple stupid
* Better together
* BSU – Blow shit up
* Data drives decisions

Our team is dynamic and fast paced, stacked full of talent, and using agile and self-organising principles to deliver the highest quality products to hundreds of thousands of users. With us you’ll:

* Be part of a highly specialised, collaborative, motivated team
* Learn from and be inspired by skilled colleagues
* Work across the entire order to cash lifecycle
* Develop your own skills and progress with enormous opportunity at our growing company
* Make your own mark – we’re looking for autonomous go-getters who want to make a difference

The role

The successful office Manager / Administrator will help run our small team in Sydney, supporting our growing client base. The same operations occur in the UK at a larger scale so you will always have a mentor at hand, to get you up to speed, and for ongoing support.

We want someone who is not afraid to roll up their sleeves and get things done, as this is a challenging position with lots of responsibilities:

* Control and coordinate overall office activities
* Schedule work for our consultants
* Book and manage travel: flights and hotels
* Managing and executing our purchase order process
* Credit control
* Answering customer queries
* Distribute mail and packages
* Help with new staff orientation
* Keep vacation and expense records
* Negotiate purchase of services and office equipment, while tracking office budgets
* Work with IT specialists to solve problems
* Organise team birthdays, office food, meetings/events and other activities to to make this company the best place to work in Sydney (metrics on team satisfaction to be achieved)
* Support all teams including Sales and HR
* Lots of other tasks that need doing to run our business from ad hoc tasks, to achieving our team, company and office goals.

Essential skills & experience

* You must be organised and enjoy organising others.
* You must be resourceful, confident and have strong problem solving and initiative
* You must have excellent written and verbal communication skills.
* You will be given autonomy to make your mark – we want someone who will take this opportunity, make us all better, and move the company forward.
* You must be able to go above and beyond to get stuff done. Grit and perseverance is essential (and is a key trait we expect of everyone).
* Must have credit control experience.
* Must have experience in finance functions (such as invoice creation)
* Previous experience scheduling work for teams would be a big advantage.
* Must have a strong personality and be able to make decisions.
* Good customer service skills. Our clients range from small businesses to large enterprises you’ll need to be able to deal with a wide variety of stakeholders.
* Ability to prioritise, and take the initiative when required. Always be looking for opportunity and improvement.
* Experience in the software industry would be a bonus.
* Previous office management experience of small teams is a must.

Benefits

As well as getting to be part of an awesome team doing amazing things you'll get:

* a competitive salary based on experience
* annual holiday that increases year on year + bank holidays
* kudos via the company recognition scheme when you excel a.k.a legends
* fantastic social events and company parties
* To be part of a winning, rapidly growing team.

The steps from here

* Step #1 - We'll give you a buzz and chat for up to 30 minutes.
* Step #2 – There will be a video call interview with our COO, and CEO.
* Step #2 - If we like what we hear and see, we'll ask you to come for an interview in Sydney.
* Step #3 - We'll ask to speak to people you have worked with before so have you're reference contact details ready.