



Department: Human Resources & Recruitment
Job Description: Office Manager / Executive Assistant
Location: Byron Bay
Date: March 2019

Summary

We're looking for a rock, with a little bit of roll! Split Payments work with large corporates and global banks, all from our head office in Byron Bay. As we scale, we need a reliable rock to handle an executive team and CEO with extensive travel requirements. A little bit of passion for technology innovation is desired...

Details

We're looking for an individual that is highly organised, great at multi-tasking and confident in communicating with multiple senior stakeholders. With a head office team and remote workforce, the successful candidate will be tech-savvy and able to manage processes and systems that connect a dispersed team seamlessly. This role would suit a PA or EA or Office Manager that has experience in a technology and startup environments and enjoys working effectively under pressure.

Key Responsibilities

- Support the Executive team as the company experiences rapid growth.
- Diary management and coordination of internal and external meetings.
- Booking domestic and international flights and accommodation.
- Respond and manage communication at all levels, filtering communications both professional and personal.
- Preparing marketing material for meetings and events.
- Supporting the team in preparation of reporting templates and materials.
- Carry out special projects as allocated by the CEO
- Providing support to the office and remote teams; daily operations, assisting in recruitment, overseeing all administrative and operation functions of the business.
- Organising catering and office supplies

Required Skills

- Previous experience as an Executive Assistant or Office Manager

- Experienced in reporting into multiple direct reports
- Strong communication skills (written and verbal)
- Be driven, hands on and a multi-tasker with a can-do attitude
- Team player – ability to participate and contribute
- Advanced Proficiency in Excel, Word, PowerPoint, and Outlook
- Work efficiently under pressure and prioritise tasks accordingly
- Detail orientated with exceptional organisation and task management skills
- Experience in the tech space with growth-stage companies preferred.

Personal Attributes

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics

What's on offer?

- Salary package commensurate with experience
- Great employment benefits and working situation
- Rapid career advancement opportunities for the right candidate
- Read more about our approach at www.splitpayments.com.au/careers

To Apply

To apply for this role please email your CV to jobs@splitpayments.com.au. It is vital that you include a cover letter explaining why you are suited to this role.

About Split Payments

Australia's First Open Banking Payments Platform, Split Payments seamlessly connects businesses and consumers directly with the Australian banking system – creating an entirely new approach to direct entry banking. We've created an Open Banking API that makes bank transfers faster, more visible and easier to manage than card payments – but with significantly lower transaction costs. When you combine this with sophisticated features including Direct Debit Consent Management and Instant Account Verification, the possibilities are endless.

Our mission is to reimagine global banking infrastructures through deep tech innovation and create a new era of digital banking.

