



EXECUTIVE ASSISTANT

About MilkBar

We are a startup investment incubator with a portfolio of 7 innovative brands looking to shake up the market. We focus on boring, tired and untapped industries with huge opportunity to improve the customer experience. We are entrepreneurs at heart with extensive experience creating and rapidly scaling start-ups. We have successfully grown ideas from scratch to large, globally dominant businesses and can help you do the same.

About the brands

Bureau Booths: <https://bureaubooths.com/>

TaskPod: <https://www.taskpod.com/>

Tuesday: <https://gettuesday.co/>

Elsewhere: <https://elsewherepods.com/>

iBlush: <https://iblushshop.com/>

Brimful: <https://livebrimful.com/>

Muse: <https://www.museframe.io/>

Where And How You Can Work

Our HQ is in Adelaide, and we have offices in Melbourne and Sydney. We value having the team together but will work out a viable solution for everyone in the team. We also have regular all hands days in Adelaide.

What You'd Be Doing In This Role

At MilkBar, change continues to be part of our DNA. But we like to think that's all part of the fun. So, the below outline will give you the flavour of the type of things you'll be working on when you start, but this will likely evolve.

The Role

This role is part of the close-knit Leadership team here at MilkBar. This role will provide strategic support to our team to extend their reach and capacity. MilkBar's leadership team are the ones laying the foundations, expertly building and refining processes to keep everything driving forward smoothly. Our mission is to build and optimise ways of working to execute strategy & goals as effectively as possible. We move fast here, and this role will certainly keep you on your toes and demand a proactive attitude and a great attention to detail.. We are looking for someone super-efficient, who loves nothing more than to roll their sleeves up with whatever's needed, anticipate issues before they arise and get stuff done.

What You'll Do

- Time management: You'll ensure the directors time is used efficiently through calendar management, coordinating meetings and tracking action items and follow ups.
- Meeting preparation: You'll prepare for meetings by coordinating and assisting in building any materials and research.
- Travel planning: You'll plan for travel by managing both logistical travel arrangements as well as trip itineraries.
- General administration: You'll help out with a wide range of business and personal tasks as they come up including expenses, documentation and any other ad hoc requests.



- Team activities: You'll support the organisation of celebrations, gifts and off-sites, ensuring everyone is empowered to do the best work of their life and having the best time doing it.
- Be a Real People Person: You'll build strong relationships with key stakeholders within the company, this will be critical to ensuring that there is the right two-way visibility between the team and the business.
- Own the day to day: You'll be making sure that the directors time is spent in the most impactful areas by triaging meeting requests and running meetings effectively.
- Legal administration: Assist the team with file management, coordinating collection of electronic signatures and CPD record maintenance.
- Human Resources administration: Assist the team with file management and accurate record keeping associated with HR compliance.
- General administration: Help out with a wide range of tasks as they come up, including expenses, organising mail / couriers, maintaining the Legal template database and other ad hoc requests.

What We're Looking For

- Experience empowering a leader or a group of leaders through strong administrative support.
- You'll be a team player with excellent communication skills and high emotional intelligence. You love building and maintaining relationships with key stakeholders around the business.
- You're a quick learner, and comfortable in a fast paced and ambiguous environment. You're always looking for new ways to make things more efficient and solving problems in scalable ways making sure things get done the smart way not the hard way.
- You're a great listener, seeking to understand what has been tried in the past and how we can continue to improve our ways of working.
- You've got great attention to detail, you're highly organised and are comfortable building out all sorts of communications - from written communications to presentations.
- Keen presentation and great design skills.
- Someone who can anticipate what's next or what's needed, and you've got a bias for action, constantly striving to get things done.
- You've got experience working with, and being a trusted partner to, a Leadership team and you're comfortable handling sensitive and confidential information.
- You're happy to roll up your sleeves with any task, keeping the bigger picture in mind, with no task being too small if it makes the team around you more effective.

Other Stuff To Know

We make hiring decisions based on experience, skills and passion, as well as how you can enhance MilkBar and our culture.