



Culture and Events Manager: Sydney / New York

Technology is literally changing the world around us and yes, some people tend to focus on why that change is bad – it makes us uncomfortable, it breaks our status quo, it feeds our uncertainty – but at Orchard we choose to see it differently. Technology can make lives better. It can make businesses better, brands better and experiences better. It can be the change we want to see in the world.

Which is why we, at Orchard, rally around a single purpose: to *invent better outcomes* through creativity and technology. Those better outcomes can only exist in the context of people irrespective of if we label them users, customers, patients, clients or even staff.

- Join a dynamic and growing creative technology agency
- Based in Pymont, Sydney and New York
- Work with blue chip brands

The Opportunity

Orchard is one of the fastest growing full service agencies in Australia. We work with a number of leading client brands such as Electrolux, Asaleo, BT, Hyundai, Zoetis and Bayer to develop and execute their digital strategies. Orchard offers a good, fun working environment and all the necessary support and structured training you need to grow your career.

We're currently on the lookout for an energetic and passionate people person with office administration and HR experience to join our People and Culture team.

The Culture and Events Manager works within the People and Culture team organising and coordinating the office operations, procedures and fun stuff for the agency.

Specific Duties

Office administration

- Manage internal communications for office events, company updates and notices, including Orchard intranet people and culture pages as required
- Coordinate the distribution and receiving of office mail and courier parcels
- Co-ordinate maintenance and repairs to office equipment with suppliers/Enero facilities team
- Stock and maintain office stationary and supplies
- Monitor and update staff on employee attendance and weekly leave
- Oversee smooth running of the office environment and work with the operations and leadership teams to monitor and update administration processes as required
- Assist Project Managers and Managing Partners with adhoc project based support work as required
- Coordinate and maintain company car account, log books, fuel, toll receipts and usage register

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HR Coordination and administration

- Work with the operations team to coordinate the onboarding of new starters, including inductions, desk set up, introductions, WHS inductions, intranet updates and welcome packs
- Ensure company values and culture are clearly defined, understood, integrated into the agency and can be articulated by employees through culture initiatives and events
- Assist with resource and recruitment administration when needed
- Work with P&C Manager on people and culture strategy and implementation of staff/company initiatives to uphold the culture of the agency
- Coordinate and work with the Orchard social and welfare committee (SMORFFS) with implementation of Orchard Corporate Social Responsibility (CSR) initiatives

Event Management

- Coordination of staff celebrations / events (Organising event, drinks, food and venue; Research and purchases of gifts, cards and other requirements as necessary)
- Assist with client event planning and gifts with Account Directors and Senior Leaders
- Maintain staff and client events calendar
- Coordination of monthly company meetings
- Proactively identify unique high involvement and low cost staff events and rewards that are enjoyable for all teams
- Coordinate all staff events so that they run smoothly and engage staff across all teams
- Proactively seek new opportunities to engage with employees on an adhoc basis that are cost effective and in line with Orchard values and culture

Facilities Assistance

- Manage food and beverage orders for Orchard and deliveries for the office (fruit, snacks, drinks etc) and manage stock control of items
- Assist Enero facilities team as required with reception and kitchen duties on rotating roster
- Greet and assist Orchard visitors and/or clients and assist with set up/set down for client meetings. Food and beverage catering, clearing room as required, coffee runs.

Budgeting

- Manage the Culture and Events budget accurately, ensuring all activity is tracked and within planned budget
- Coordinate monthly and quarterly budget reports to Finance Department, including forecasting for planned activity
- Petty Cash management



What you can bring

- 2 year's experience in an office administration or HR role
- Event coordination experience (is a bonus)
- An energetic presence and ability to think outside the square
- A can-do attitude and passion to drive company culture proactively
- Exceptional written and verbal communication skills
- Excellent attention to detail
- Shows a strong commitment to the Company's core values of Collaboration, Integrity & Curiosity
- Embraces and respects the Company's community and environmental responsibilities
- Applicants **MUST** have the right to work within Australia

If you feel like this is the right job for you, would like to take your career to the next level, work in a great cultural environment that allows you to grow and enjoy work, please email your CV and contact details to jobs@orchardmarketing.com.au and we will arrange to meet you!

A little about Orchard

We are a full service digital creative agency who fuse art and technology to invent better outcomes for business and brands. We work with a number of leading client brands such as Electrolux, Asaleo, BT, Hyundai, Zoetis and Bayer to name a few.

Invent Better are two little words that define our big approach. It's a belief that creative technology solutions are the key to winning in today's digital age, and it's a formula that challenges us to engage with our clients in a way that encourages us all to push that little bit further every time.

It's this passion and approach that has made us one of Australia's largest digital marketing agencies.

Sydney | New York

Invent Better – make a difference