



Culture and Events Coordinator: 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.

The Opportunity

We're currently on the lookout for an energetic and passionate people focused person with office administration and event coordination experience to join our People and Culture team. The Culture and Events Coordinator is our in-office hype person and looks after the office operations and procedures for the day to day running of the agency. They also arrange all the fun stuff for both Sydney and New York agencies.

To be successful in this role you'll thrive on generating new ideas, collaborative work and love arranging out of the box events into the agency that contribute to the people strategy for Orchard. Working with the P&C and Eneo facilities teams you'll contribute to celebrating our diverse culture with planned events, L&D, office support and benefit liaison.

We offer a good, fun working environment and all the necessary support and structured training you need to grow your digital career.

Key Function

Office administration

- Oversee smooth running of the office environment and work with the operations and leadership teams to monitor and update administration processes as required
- Manage internal communications for office events, weekly leave, company updates and notices, including Orchard intranet People and Culture pages as required
- Coordinate maintenance and repairs to office equipment with suppliers/Eneo facilities team
- Stock and maintain office stationery and supplies, food and beverage orders, office mail and courier parcels and other deliveries to the office.
- Coordinate and maintain company car account, logbooks, fuel, toll receipts and usage register
- Assist Managing Partners with adhoc project-based support work as required

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
- 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 (SBT) with implementation of Orchard Corporate Social Reasonability (CSR) initiatives and other events

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Event Management

- Coordination of staff celebrations/events so that they run smoothly and engage staff across all teams (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
- Coordination and hosting of monthly company meetings
- Proactively identify unique high involvement and low-cost staff events and rewards that are enjoyable for all teams and 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

- 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 meeting rooms 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 meetings with Finance Department, including forecasting for planned activity
- Petty Cash management

Resource administration

- Assist the resource and traffic manager with the smooth running of client projects through the agency. This includes administration of resource bookings, booking freelancers and assisting with general project administration tasks.
- Assist with resource and recruitment administration when needed

What you can bring

- 1-2 years' experience in an office administration 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
- Show a strong commitment to the Company's core values of Collaboration, Integrity & Curiosity
- Embrace and respect the Company's community and environmental responsibilities
- Exceptional communication skills
- Proven ability of working within a team
- Excellent attention to detail
- Applicants MUST have the right to work within Australia

Above all, the successful candidate to join Orchard will be someone who has a strong work ethic driven by creative passion, positive energy and thrives on challenges, alongside a desire to grow with the company!

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@orchard.com.au and we will arrange to meet you

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A little about Orchard

We offer an awesome, fun working environment full of culture and energy. We leave our egos at the door and past that door is a super cool office space filled with inspiring people and free crumpets.

We pride ourselves on our work and our work / life balance. We're 100% committed to you, your career at Orchard and your continued professional and personal development. We offer a rich array of internal and external structured training and education courses as well as ongoing individual wellbeing support through our Employee Assistance Program.

As an agency we fuse enthusiasm, creativity, and technology to Invent Better outcomes for leading International and Australian brands such as BI, Zoetis, Schwarzkopf, MSD, GSK, Electrolux, BT, Ikea, and Hyundai to name a few.

Invent Better are two little words that define our big approach. It's a belief that creativity and technology 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 always pushes us that little bit further every time.

Sydney | New York

Invent Better – make a difference