



## Team Assistant

*This role is the heart of our team, creating smooth business operations through the provision of administrative and organisational support to the CEO and the wider team.*

- Melbourne, Australia location
- 6 month fixed term opportunity
- 20 hours per week (4 hours per day, 5 days a week)
- \$35/hr plus superannuation

### About Covidence

At Covidence our mission is to dramatically improve lives by changing the way the world creates and uses knowledge. Launched in 2014 Covidence is a world leading SAAS platform that enables health and science research teams to rapidly synthesise and uncover actionable insights from the mountains of existing research in the world. Covidence is trusted by 170,000+ researchers and 200+ top institutions including the World Health Organisation, Harvard, Yale and Stanford. We have ambitious plans to scale and expand our feature set so we will be growing our Engineering team significantly over the coming 6 months.

Our team is a bunch of wonderful people scattered around the world. Melbourne is our home base, it's where Covidence was born and where we have an office for our local team to catch up, cowork, and socialise.

Find out more about Covidence by visiting: <https://www.covidence.org/careers-covidence/>

### The opportunity

We're looking for someone to come in and look after the team. This person will report to our Head of Finance, however they'll be working closely with the leadership group and the wider team. We care deeply about our people, and this role plays an important part in keeping operations running and the team engaged and happy. We'll be testing out the role as a

contract position, however we can see it becoming a permanent part of the team beyond that initial 6 months.

Key responsibilities include:

- Day-to-day administrative support to the CEO, leadership team, and the wider team.
- Organise domestic and international company or team events.
- Assist with onboarding new team members.
- Travel coordination including flights, accommodation, cars, itineraries and related expenses.
- Coordinate and attend key company meetings, such as the monthly All Hands and other team meetings.
- Manage the Melbourne office including point of contact for the coworking space.
- Assist with internal communications for the team.
- Help coordinate user research interviews.
- Assist with company invoicing and banking.
- Help coordinate recruitment of new team members.
- Assistance with diary/calendar management including booking, rescheduling and arranging meetings.
- General office and other ad-hoc duties as required.

## Who you are

- You have 2 years experience as a team assistant or in a similar role
- You're comfortable using Google Suite (Gmail, Google Drive, Calendar, etc)
- You've got experience with Zoom, Slack and/or other remote office communication tools.
- We'd love it if you'd worked with tech companies before but it's not essential.
- You've got strong relationship/stakeholder management skills
- Your time management and organisational skills are excellent
- You're highly organised and responsive
- You're a problem solver who takes initiative and gets things done
- You're great at communicating (both written and verbal)
- You have a high attention to detail
- You're reliable and a team player

## The perks and benefits

We offer:

- Work week flexibility - the four hours per day can be worked when best suits you.
- Annual and personal leave, and an extra paid week off between Christmas and New Year.
- Access to wellbeing services & programs.
- A knowledge allowance so you keep learning and developing
- As a not-for-profit we offer Australians salary packaging benefits to reduce your taxable income and increase your take home pay

When you join Covidence you are joining a team that cares deeply for what we can build and achieve together. If you are ready to be more than just a cog in the machine; if you are smart, curious, want to create change, and are not scared of getting your hands dirty to make it happen – then this is the place for you.

## How do I apply?

If you are interested in this opportunity, please hit APPLY and send us through your resume or LinkedIn profile so we can get a feel for your background and experience. We'll be back in touch with you promptly. Should we proceed further you can expect 3 remote interviews with us so we can get to know you and vice versa. You also must have **full working rights** to work in Australia.

Questions within application:

- Tell us why you are interested in this role at Covidence.
- Tell us about the skills that you believe are the most important in the role of a Team Assistant.
- Tell us about a project or task you worked on that you are most proud of.

A blue rectangular button with rounded corners and the word "Apply" written in white, bold, sans-serif font.