



## Job description

Position Title	Office Manager
Date	20 December 2021
Department	Operations
Reporting to	COO (interim - future reporting to Head of People Operations)

## About us

At Honey, we like to do things a bit differently. You'll notice this from the very first time you meet with one of our talented team, right through to your first day at Honey. We challenge expectations, are always looking to make a difference, questioning what we're doing and asking if there's a better way. We are exceptional at what we do and every single one of us brings a unique talent to Honey. We are incredibly resourceful and bring great energy and a can-do attitude to every conversation, where everyone has an equal voice and we know a good idea can come from anywhere.

We are proud that every one of our team has equity in Honey, that's right from everyone in the call centre through to the team leading this business we all own a piece of the pie. That means we all have the same goals and aspirations for changing the current home insurance landscape. We all know there is a 'better' way of doing this insurance thing and we are all passionate about making this the 'new' way. The Honey way. Honey will be our proudest moment on your CV, it will be the job in ten years time you look back on and feel chest puffed out proud about, not only because of the success of the company but because of what we built. Together.

Are you in? If so, read on.

## Why we're different

Honey is Australia's first smart home insurance for the modern-day homeowner, renter or landlord, on a mission to eliminate the majority of avoidable accidents that happen in the home. We do this through a re-imagined approach to home insurance that lets customers easily sign-up with the right level of cover by using satellite and third party data, and then provide customers with smart home technology to help protect their homes.

Honey took Australia by storm when it launched in June 2021 with the largest Seed funding round in Australian history of \$15.5 million led by RACQ, AGL, Mirvac, Metricon and many other industry leading Australian companies. And we are growing fast.

## The low down

We are looking for a part-time (3 days per week - Monday / Tuesday / Friday) Office Manager to be responsible for the general operation of our office. You will be the first point of contact for people reaching out to and visiting Honey Insurance, overseeing general office operation and making sure that the office operates smoothly and efficiently.

## Key aspects of role

- Overseeing general office operation
- Greeting visitors, answering a high-volume of incoming phone calls and delivering world-class service to our customers
- Coordinating appointments and meetings and managing staff calendars and schedules
- Coordinating domestic and international travel, including flight, hotel, and car rental reservations
- Purchasing office supplies and equipment and maintaining proper stock levels
- Producing reports, composing correspondence, and drafting new contracts
- Creating presentations and other management-level reports
- Helping with social activities and acting as a culture champion for our Honey team
- Liaising with the Operations team to fulfil customer requests where required, which may involve posting of surprise and delight packages or other administrative tasks

## Technical knowledge & industry skills

- Five years of experience in office administration
- Office management experience
- Excellent computer skills, including a high degree of proficiency in office suites such as Google and Microsoft

## Qualifications & competencies

This is a rare opportunity to be the inaugural Office Manager for Honey Insurance; in a role in which you can make your own and become a shining star in your own right.

We'll provide a competitive salary and equity package - we want the best, and you will be rewarded accordingly.

We all work from the office on Mondays, Tuesdays and Fridays - speed is our advantage and we do everything to maximise it. Wednesdays and Thursdays you can work from your choice of location (where applicable).

## The Honey Referral Program

The Honey journey is only just beginning. We're rapidly gaining momentum, and our first priority is to recruit more incredible people to join our journey. Think you know top-tier talent that could suit the Honey team to a tee? Great, there's something in it for you too.

The Honey Referral Program offers up to **\$3,000 for those who refer successful employees to Honey** and that thank you gift comes to you 6 months after they start with us. Whether you know someone who's got code-crunching in their DNA, or a knack for translating jargon into everyday language for customers, then we want to hear from you.

They say it's who you know, and we want to know too!