

OFFICE EXPERIENCE LEAD

ReadyTech (ASX:RDY) exists to help communities thrive, and ReadyTechers flourish on making that change happen.

They enjoy taking on challenges that matter to our customers, communities, and the world – and working to solve them with incredible technology that helps navigate complexity, while also delivering meaningful outcomes.

ReadyTechers are enterprising, and hungry to make a difference. But, more than ever, ReadyTechers are *ready for anything*.



POSITION DESCRIPTION

Title	Office Experience Lead	Location	Sydney
Report to	Marc Washbourne	Direct report(s)	NA

The purpose of this role

The Office Experience Lead plays a pivotal role in enabling the Group CEO and Executive Leadership Team (ELT) to operate at their best, while fostering an inclusive and engaging workplace experience. This dual-focused role ensures seamless support for the executive team and oversees the management of ReadyTech's office environments across all locations, ensuring they reflect our values and inspire our people.

The key responsibilities of the role

Executive Support:

- Provide high-level executive assistance to the Group CEO and ELT, including managing complex diaries, coordinating travel arrangements, and preparing for meetings and presentations.
- Organize board meetings, including the collation and distribution of board papers, and ensure timely delivery of high-quality documentation.
- Create polished and compelling presentations and reports for internal and external audiences.
- Act as a point of contact between executives and internal/external stakeholders, ensuring clear and professional communication.
- Provide administrative support to the broader ELT, including scheduling meetings, coordinating team events, and managing team correspondence.

Office Experience Leadership:

- Lead the office experience across all ReadyTech locations, ensuring the physical and virtual spaces are welcoming, functional, and aligned with our culture.
- Oversee the in-house barista service to ensure quality and engagement.
- Foster an inclusive environment for hybrid and remote employees, creating opportunities for connection and engagement.
- Manage office operations, including supplies, vendor relationships, and office budgets.

Culture and Engagement:

- Contribute to a culture where ReadyTechers feel valued, inspired, and supported in their roles.
- Partner with People & Culture to execute workplace initiatives that enhance collaboration and well-being.



The key attributes for this role

- **Agile and Adaptable:** Thrives in a dynamic environment and can pivot quickly to changing needs.
- **Collaborative:** Builds strong relationships with stakeholders at all levels of the organization.
- **Cultural Ambassador:** Champions ReadyTech's values and fosters a sense of belonging.
- **Proactive and Solutions-Oriented:** Anticipates needs and delivers creative, practical solutions.

Qualifications and Experience

- Proven experience supporting Senior Management in a fast-paced environment.
- Strong organizational skills, with the ability to manage multiple priorities and deadlines simultaneously.
- High attention to detail and a proactive, problem-solving mindset.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with collaboration tools (e.g., Teams, Slack).
- Experience in office management or similar roles overseeing workplace operations and employee engagement initiatives.
- Exceptional interpersonal and communication skills, with a high level of professionalism and discretion.
- needs and delivers creative, practical solutions.

At ReadyTech, we're committed to enabling exceptional experiences for our people and customers. By joining our team, you'll play a vital role in shaping a workplace that reflects our innovative spirit and commitment to inclusivity.