— WE'RE HIRING · SYDNEY

Adrenalen
SPORT | VISION | MEDIA

Team Administration Champion

Part-time → full-time path | Work from home or Sydney CBD | Adrenalen Group

The short version

Adrenalen is a fast-moving sports media and venue technology business. We put live sport, big screens and media into pubs, clubs, venues and other markets right across Australia, and we are growing quickly.

We are on the hunt for a **Team Administration Champion**: the person who keeps the engine room humming while the rest of the team is out chasing venues, screens and deals. This is not a "file the paperwork and watch the clock" role. It is a roll-your-sleeves-up, no-two-days-the-same kind of role for someone who likes being accountable and motivated to be at their best.

THE BEST BIT **This role starts part-time, but for the right person it is very likely to grow into a full-time position as we scale. We want to grow with one great person in this seat.**

The role in a nutshell

You will be the support engine for our Sales and Marketing teams, taking the admin and coordination off their plates so the people out on the road can spend more time doing what they do best: winning new business. You will also give the CEO a hand where it counts. Think part organiser, part problem solver, part air traffic controller, and the calm in the occasional start-up storm. If you love ticking things off a list and being a key part of a winning team, you will fit right in.

What you'll be doing

DAY TO DAY

- Booking team travel - accommodation, flights and car rentals - and finding the deal that does not blow the budget
- Supporting the CEO with day-to-day administration tasks
- Working with partners and Sales on broadcast registration forms, and keeping them filed so we can actually find them later
- Helping Sales and Marketing create and edit content for marketing material
- Assisting with shared email inboxes so every enquiry gets a response
- Supporting the Data team with data input where and when required
- Jumping in to help individual team members with whatever lands on their plate
- Onboarding new starters on company systems so their first day is not a tech scavenger hunt

The bigger plays

ONGOING PROJECTS

- **Event & expo coordination**: owning the events calendar and making sure every event is attended and represented by Adrenalen
- **Relationship management**: getting the most out of every partner opportunity, from events and marketing to membership liaison officers

Plus the usual start-up glue

The bits and pieces that quietly keep a growing business on the rails:

- Taking notes in meetings and chasing up the action items afterwards
- Wrangling receipts and expenses so nothing goes walkabout
- Formatting decks, proofreading documents and making things look sharp before they go out the door
- Keeping shared drives and folders tidy and logical
- Ordering supplies and keeping the workspaces stocked and sorted
- Being a friendly first point of contact for general enquiries
- Pulling together the things that make us a team: catch-ups, celebrations, birthday gifts, customer surprise-and-delights, and team, supplier or shareholder lunches (team morale is absolutely a KPI)

Who we're looking for

- A genuine self-starter who gets a lot done without someone hovering over your shoulder
- Ridiculously organised, the type who has a system for their systems
- Calm under pressure and a natural juggler
- A clear, friendly communicator, comfortable with everyone from the CEO to our venue partners
- Tech-savvy and quick to pick up new tools, we use a fair few
- A genuine interest in AI, we are building it deep into our systems, so someone who loves to test, tinker and learn will thrive
- Interested in sport, media or hospitality, or at least keen to learn what we are building
- Hungry to grow with us, someone who sees this as a way into an exciting, high-growth company
- **Bonus points** for experience with HubSpot and automating systems
- **Extra bonus points** for a start-up, agency or fast-paced background

What's on offer

- Flexible part-time hours, work from home or our Sydney CBD office
- A real pathway, the role starts part-time and is very likely to grow into full-time for the right person
- A front-row seat to a fast-growing Australian sports media and vision tech business
- Real variety, real responsibility and real room to grow as we do
- A friendly, ambitious team that does not take itself too seriously (most of the time)

How to apply

Send your CV and a short note on why you'd be a great fit. Tell us your favourite pub or sporting moment while you're at it, we like people with a bit of personality.

recruitment@adrenalengroup.com.au →

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ADRENALEN.COM.AU