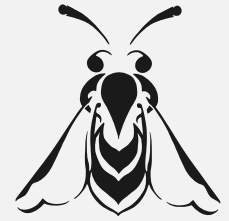


# Humble Bee Bio

## Vacancy: Administrative Assistant



**Reports to:** Operations Manager

**Location:** Wellington

**Inquiries and Submissions:** [info@humblebee.co.nz](mailto:info@humblebee.co.nz)

Humble Bee Bio is an emerging biotech company on a mission to replace unsustainable petrochemical-based plastics with a new advanced material inspired by the nesting material of a solitary bee.

Using the power of synthetic biology, the new material has the potential to replace the use of existing plastics and chemicals used in the textiles sector and other industries.

### **Purpose of Role:**

Supporting the day to day operations of the company.

### **Responsibilities & Tasks:**

#### **Governance**

- > Support the Management Team to draft legal agreements.
- > Support the Operations Manager with reporting operational risks and issues to the CEO and Board.

#### **Operational Support**

- > Support the maintenance of high-quality policy and process documentation.
- > Maintain the Google Drive to a high standard to ensure documents are filed correctly and can be easily located.
- > Maintain the work management platform and CRM (Monday.com) to keep it up to date.
- > Other administrative tasks as assigned by the Operations Manager.

#### **IT and logistics**

- > Support the Operations Manager with managing team workspace, equipment, and tools.
- > Arrange catering and facilities for meetings and events.

- > Meeting scheduling for the CEO and CTO.
- > Travel arrangements for CEO, CTO and Board members.

#### **Financial**

- > Support the Operations Manager and VCFO on financial reporting (internal and external).

#### **People**

- > Contribute to the company's culture by continually supporting the mission, vision, purpose and actively living the core values.
- > Build strong relationships with everyone across the business.

### **Required Skills and Experience:**

- > Self-driven, highly organised and efficient.
- > High attention to detail.
- > Strong, clear and concise written and verbal communication.
- > Action-orientated.

### **Company values:**

We exist to create nature-inspired materials that improve global health.

Our team is Curious, Relentless, and Passionate about building a better future.

If this is you, join us.

### **Benefits and Details:**

- > 20 hours a week.
- > Salary \$30 an hour.

### **To apply, please send us:**

- > A cover letter describing a little about yourself, your prior work, your career

goals, and what makes you interested in joining our team.

- > A résumé or curriculum vitae.

Please send this to: [info@humblebee.co.nz](mailto:info@humblebee.co.nz).