



# sungreen<sup>H<sub>2</sub></sup>

REVOLUTIONISING ZERO EMISSIONS

## SunGreenH2

Oakleigh, Melbourne

### **Admin & Finance Assistant, Melbourne**

SunGreenH2 is an award-winning venture backed company revolutionizing net zero emissions by unlocking affordable green hydrogen production for wide-scale decarbonization in industry, mobility and energy storage. Interested in building the future of green hydrogen? Come join us!

We are expanding our fast-growing team with a part-time role for an Administrative and Finance Assistant to support our team in Melbourne on a flexible basis. This is a role with a high level of autonomy and the rare opportunity to be a part of a fast-growing, innovative and collaborative company while making a difference and working flexibly. You will be supporting our team on the ground in Melbourne and working in tandem with our Admin & Finance Manager based in company headquarters in Singapore.

### **Responsible For**

- General administrative, accounts and HR support on a flexible basis
- You will be supporting the company's Melbourne operations at the administration, accounts / finance and employee facing levels
- Procurement of general purchases, support corporate and staff meetings and events, maintenance of office supplies and equipment, organize any essential services as required to support the team effectively
- Organize Melbourne team travel arrangements, travel itineraries and expense claims as required
- Arrange, coordinate, and manage team calendars and prioritize schedules to support the business
- Assist in coordinating communication between the global team members, take notes at important meetings
- Organize files, correspondence, data as required to support our team in Melbourne
- Support general accounting and finance duties as required including assisting with bank reconciliations for parent company and subsidiaries
- Support HR service provider including any assistance required to prepare and administer employee benefits, payroll, coordinate immigration requirements, post job openings, on-boarding of employees, new hire announcements and other duties as required
- Work with translators to ensure the company's documentation and customer facing products are error-free in all relevant languages
- Help facilitate synergy within the team and support high-level project/people management duties as required
- Engage and support any other initiatives as demand arises
- Work towards your own personal long-term goals

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## Your Profile

- Minimum 2 years of experience as an Administrative and/or Accounting Assistant or equivalent
- Pro-active, self-starter, initiative-taker
- Meticulous, organized team player able to deal with and effectively juggle daily deadlines while balancing weekly and monthly priorities in terms of deliverables
- Unshakable integrity
- Excellent communication skills in English
- Strong command of Microsoft Office suite (Excel, Word, PowerPoint) & GSuite softwares
- Comfortable in a fast-paced environment and ability to work under pressure and meet tight deadlines
- High sense of confidentiality and discretion, awareness of data privacy management
- Passion for sustainability and cleantech (previous experience in this field is nice-to-have but not a must)

## You will be

- Compensated relative to experience
- Working flexible hours as agreed with company. You will need to be physically present at our company location in Oakleigh, Melbourne.

## To apply

- Send letter of interest and CV by email to [contact@sungreenh2.com](mailto:contact@sungreenh2.com) with the subject header "Admin & Finance Assistant, Melbourne"