

Job description

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Summary

Organization is looking for a role to join our team. The starting salary range is range, depending on experience. There may be flexibility in salary for exceptional candidates with significant experience.

We're an early stage startup, so if you're looking for somewhere you can learn quickly, make a meaningful impact, and take ownership for a wide range of tasks, please consider applying [here].

About the organization

Organization description.

We're looking for motivated, altruistic, and optimistic people from diverse backgrounds to join us in this impactful work.

Key responsibilities

As a small team, we're all involved in many different aspects of supporting our clients. As a role, your key responsibilities will include:

- responsibility1
- responsibility2
- responsibility3

About you

You'll need to have:

- requirement1
- requirement2

You'll also likely have:

- desired1
- desired2
- desired3
- Strong attention to detail: You identify and correct small errors to ensure precision and accuracy in a fast-paced and challenging environment.
- A love of systems: You enjoy building systems that run exceptionally smoothly, and have promising ideas for improving existing processes.
- Strong communication skills: You're personable and able to communicate professionally and clearly with various stakeholders and clients, both in writing and verbally.
- Comfort owning projects: You're comfortable managing tasks and you thrive in an autonomous work environment.
- An intrinsic motivation to have a positive impact with your career.

We're a small team and care deeply about our team culture, which is very supportive while encouraging high standards and ambition. We want you to succeed in your career and feel supported to grow.

Benefits & salary

Your starting salary range is range, depending on experience. There may be flexibility in salary for exceptional candidates with significant experience.

Our benefits include:

- Prioritized health & wellbeing: We provide private medical, vision, and dental insurance; up to 3 weeks' paid sick leave; and a mental health allowance of \$5,000 each year.
- Flexible working: You're generally free to set your own schedule (with some overlapping hours with colleagues as needed). We'll cover a remote workspace outside your home if you need one.

- Generous vacation: 25 days' holiday each year, plus public holidays. We encourage you to use the full allowance.
- Professional development opportunities: We offer a \$5,000 allowance each year for professional development. We build in opportunities for career growth through on-the-job learning, increasing responsibility, and role progression pathways.
- Pension & income protection: We offer a 10% employer / 0% employee pension contribution, and income protection ("disability insurance").
- Parental leave and support: New parents have up to 14 weeks of fully-paid leave and up to 52 weeks of leave in total. We can also provide financial support to help parents balance childcare needs.
- Equipment to help your productivity: We'll pay for high-quality and ergonomic equipment (laptop, monitors, chair, etc.) for your home office.
- Global team retreats: As a remote team we hold in-person staff retreats once to twice a year, to work on our plans and build strong working relationships.

This is a full-time role, but part-time would also be possible for particularly strong candidates. We prefer candidates who can work in **timezone** time zones, but we're open to other arrangements for exceptional candidates.

We're able to sponsor visas in certain countries, so let us know if you require work authorization.

Application

Here's a summary of the application process for a successful candidate:

1. Submit the application form.
2. Attend an initial application screen (possibly including a short video/phone call).
3. Complete 1-2 paid work tests designed to simulate the work you would do if hired and/or evaluate certain skills important for success in the role.
4. Attend a remote interview.
5. Attend a 1-day paid trial (remote) to allow you and us to see what it would be like if you worked at our organization.
6. Submit references.
7. Receive an employment offer!

We're reviewing candidates on a rolling basis, and we'll close the application form as soon as we've found a suitable candidate.

Diversity & inclusion

We're aware that factors like gender, race, and socioeconomic background can affect people's willingness to apply for roles for which they meet some but not all the suggested attributes. We'd especially like to encourage people from underrepresented backgrounds to express interest.

There's no such thing as a "perfect" candidate. If you're on the fence about applying because you're unsure whether you're qualified, we'd encourage you to apply.

If you require any adjustments to the application process, such as accessibility accommodations, additional preparation time, or other, please contact [email](#). We're happy to support your needs and adjust the application process.