



## Overview

Are you a people person who is passionate about healthcare, deep-tech, and positive societal impact? Does the prospect of amplifying our CEO and team excite you? Do you love 'creating vibes' and fostering team culture? Enjoy working on special projects?

We are looking for an ambitious Chief of Staff who wants to be part of a rapidly growing company that is implementing technology to create positive societal impact. You will report directly to the CEO and drive outcomes across various functions. As an early team member, you will be shaping the fabric of our company. These articles ([link](#), [link](#)) provide a good summary for our vision for this role.

The role will initially be part time, aiming to ramp up to a full-time role in Q2/Q3 2022.

## About Hearables 3D

Hearables 3D is a Swinburne University spinout whose mission is to make custom-fit ear devices accessible for everyday people. Our purpose is to better people's listening experience, protect their hearing, and reduce the burden of hearing loss.

We do this by providing B2B tools - our smartphone scanning and automated design technologies - that drastically simplifies the making of custom-fit products.

Since launching in 2018, Hearables3D have partnered with industry leaders such as Sennheiser, Formlabs, and Minerva Hearing Laboratory, and count the UK's NHS amongst our user base. The company is backed by leading investors such as Afterwork Ventures, Starfish Ventures and Significant VC.

## What You will Do

You will primarily own outcomes like:

- Nurturing a strong, positive, and engaged culture. Create unique rituals that bring real meaning to our people, defining values, and making sure they are lived, organizing offsites, recognizing and appreciating team members' achievements
- Building (and temporarily running) our People Ops function such as HR systems, recruiting and onboarding for new employees
- Streamlining systems to support growth and scaling, planning cycles, internal comms, external comms such as investor and board updates and internal templates.

On top of that, you will also support outcomes like:



- Setting up a lean marketing function – e.g., codeveloping the marketing calendar with the leadership team, working with strategic partners and PR agencies on campaigns
- Running special projects – e.g., developing and implementing our fundraising strategy, assessing, and entering new markets, product launches
- Maximizing the benefits of remote work, and mitigating the challenges

## Who You Are

### Must-have requirements:

- 2-5 years Relevant Work Experience: this could be in professional services (consulting, law, banking) or a relevant function at a technology company (people & culture, marketing, strategy & operations)
- Super Organizer + GSD Attitude: you are a methodical organizer, love making order out of chaos, and you have a reputation for getting stuff done (GSD).
- Expert Facilitator & Diplomat: tact, diplomacy and empathy are essential for handling sensitive information and situations, managing conflicting points of view, etc.
- Strategic Thinker: you need to be able to see the big picture of things so you can see where the detailed work fits in, as well as so you can evaluate urgent VS important.

### Nice-to-have requirements:

- B2B marketing experience, with channels such as PR, events, and content
- Experience in a People & Culture function
- Understanding of employment law in Australian, with Nordics and Ireland a bonus
- Exposure to working in a post Series A startup, ideally in a remote SaaS company

### Culture-fit requirements:

- Remote first and flexible - we enjoy the liberty of living where we want, how we want, with team members spanning from Ireland, Denmark, Ukraine, and Melbourne
- Balanced and fun-loving - we love enjoying life outside of work - we are dedicated family members, rock climbers, surfers, mountain bikers, nerds, gamers, firefighters, snooker players, musicians, and travelers.
- Proactive and tenacious– we thrive in ambiguity, embrace ownership, and seek answers before asking questions
- Autonomous and empowered – we operate independently and strongly prefer empowerment over over-management. We get things done.
- Non-conventional quick movers – we see challenges as opportunities, and the status quo as the past.

## Apply Now

Please complete this application form ([link](#)).



Please note, as part of our efforts to eliminate bias, application answers will be assessed with no knowledge of the applicant's name, gender, or CV. As such, only candidates who complete the application form will be considered - so please make sure to complete the application form if you are interested in this role!

We look forward to hopefully welcoming you to our team.