Team Coordinator
Full time · Sydney based · Hybrid: 3 days in office / 2 days from home
Curious Nation · ANZ

About Curious Nation

Curious Nation is a go-to activation partner for brands who want to stand out.

We're a friendly bunch of curious experts who create attention-grabbing experiences that drive business growth across digital, retail and in the real world.

We thrive on discovery, and curiosity is our strategy. Everybody feels it. And it's your best way of forging deeper connections with your audience.

We're all about curiosity. We're all about growth.

Curious Nation. Beyond the obvious.

About the role

Are you the kind of person who loves bringing order to a busy, fast moving business and gets real satisfaction from keeping everything organised and on track?

We're looking for a super organised Team Coordinator to help keep Curious Nation running like clockwork. While our teams are busy creating and delivering campaigns and experiences for some of Australia & New Zealand's biggest brands, you'll be the person keeping everything behind the scenes organised, efficient and moving.

This is a hands-on agency administration role spanning team coordination, people processes, finance administration, suppliers, equipment and compliance. You'll take ownership of the details, keep processes moving and confidently follow up with people (nicely!) to make sure things get done.

You'll also be curious about smarter ways of working, from improving a tracker to using AI to simplify repetitive tasks. You don't need to reinvent the business; you need to keep the basics brilliantly organised.

What You'll Do

Team & Agency Administration

- Keep the day-to-day administration of our ANZ team running smoothly.
- Maintain team calendars, including leave, birthdays and key agency dates.
- Oversee agency inboxes and direct enquiries to the right people.
- Coordinate meetings, travel, events, training and agency logistics.
- Keep shared documents, templates, trackers and records accurate and up to date.
- Proactively chase outstanding actions and deadlines, helping teams follow agreed processes and escalating issues when needed.

Finance Administration

- Monitor timesheets and confidently follow up outstanding entries.
- Coordinate expense and debit card reporting, ensuring submissions are complete and on time.
- Support purchase orders, supplier administration and invoicing alongside our accounts team.

People, Onboarding & Offboarding

- Support HR and leadership with people administration.
- Coordinate onboarding and offboarding, including documentation, access and equipment.
- Maintain key people records and track milestones such as probation check-ins.
- Support recruitment administration as required.

Equipment & Technology

- Maintain the ANZ register of laptops, mobile phones and other company equipment.
- Coordinate equipment and access for starters and leavers.
- Liaise with our external IT partners as required.

Suppliers & Compliance

- Issue and track NDAs, terms and conditions and supplier documentation.
- Coordinate supplier onboarding and maintain accurate supplier records.
- Keep insurance, WHS/OH&S and compliance documentation current and follow up outstanding requirements.

Smarter Ways of Working

- Look for practical ways to simplify repetitive or manual administrative processes.
- Help improve forms, trackers, templates and everyday workflows.
- Explore how tools such as Microsoft Copilot can reduce administrative workload.

Who You Are

You're the person who loves a good checklist, spots the missing detail and gets satisfaction from keeping things organised. You enjoy helping others stay on track, take initiative without waiting to be asked and are comfortable reminding colleagues at every level when something needs doing.

You might have worked in administration, team or office coordination, professional services, recruitment, events or another fast-paced environment. Agency experience is welcome, but it's not essential. This isn't a graduate role or a senior studio management position: it's a hands-on coordination role for someone who can work independently and genuinely enjoys administration.

How you show up

Our Curious Code shapes how we show up every day, how we work together, take ownership, stay curious and make things happen. For this role, that means:

- **Stay curious** – You ask questions, look for better ways of doing things and are open to learning.
- **Own it** – You're organised, dependable and take responsibility for getting things done from start to finish.
- **Make it happen** – You're practical, resourceful and happy to roll up your sleeves and get stuck in.
- **Keep people connected** – You communicate clearly, follow up confidently and help keep everyone on track.
- **Sweat the small stuff** – You notice the details and can juggle lots of moving parts without dropping the ball.
- **Be a good human** – You're positive, collaborative, discreet and bring a sense of humour to the team.
- **Find a better way** – You're comfortable with technology, AI-curious and always looking for ways to make work simpler and smarter.

Why Join Curious Nation?

We're an independent, growing creative agency with a friendly, collaborative team across Australia and New Zealand. We create attention-grabbing campaigns and experiences for leading brands, and there's plenty happening behind the scenes to keep us moving.

You'll have real responsibility, variety in your day and the opportunity to learn about the creative industry from the inside. We offer a hybrid working arrangement of three days in the Sydney office and two days working from home.

If you love making busy teams work better, we'd love to hear from you.