Company Background

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GradReady is an established edu-tech company that is the leader in its current space of GAMSAT Preparation, with operations in the 5 largest Australian states, and in a phase of product expansion

Our mission is to make learning as effective and efficient as possible - this attitude permeates throughout our work - we have a collaborative and problem solving orientated culture.

You will work in a small but highly effective team - giving you the opportunity for close mentoring and making an impact. You will also have the opportunity for a variety of work and correspondingly be adaptable to company/team needs.

There are regular team training and team building sessions.

Work is almost entirely remote; there may be some infrequent needs for you to perform certain tasks in person.

Job Description

Prerequisite Experience:

Experience is defined as having 1+ years of experience in at least 2 of the following

- Operations/process analysis and improvement
- Ensuring projects are delivered on time, on budget and with good quality
- Establishing project budgets
- Staff hiring and management
- New product creation and management

Responsibilities:

Your role will consist of the following functions

End to End Project Administration and Management
- Execute established processes (you will need to be available to oversee operations over weekends during some parts of the year. You'll have days off during the week for these weeks)
- Establishing project budgets based on existing processes and creating new process where needed
- Manage projects/courses, coordinating a team of tutors and content creators
- Administrative/Customer Service work where required

Process analysis and improvement
- Understand and then improve current operational processes to achieve higher efficiency and effectiveness
- Learn to suggest software features to improve operational processes (our operations processes are often linked with in-house built software)

Essential Skills and Attributes:

Comfort with or ability to learn advanced excel functions for purposes of project management and data analysis for project improvements/budgeting

Be flexible with job requirements and keen to develop new skills - in order to ensure that a particular piece of work gets done

Remuneration:

$60,000 - $80,000/year + super

Pay increase will be assessed on a 6 monthly basis and performance related bonuses are available

Application procedure:

Please submit your application through
http://gradready.com.au/job_application_forms/available_positions

Include the following documents in your application

1. Cover Letter

    a) Address it to Human Resources and explain why you would be suitable for this role.

2. Current CV

3. Please save your documents in .pdf and name your attachments in the following format. Note to include the title number of this application form in your attachments.

E.g. 2.3 James Jones - Cover Letter