

Job Description

Our Mission

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.

We operate highly efficiently and as a result have close to 2 weeks of bonus time off yearly as standard, which increases with your length of service with the company.

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.

Work is almost entirely remote; if you live in Melbourne or Sydney, you'll be working from the office 1 day/week during most weeks.

There are also regular team building activities, on paid company time, and company dinners.

Responsibilities

In this role you will need to:

- Work toward, if not already able, perform duties of a Scrum Master - eg. sprint planning, retrospectives, dev performance management
- Collect and clarify user stories from the operations team
- Manage and troubleshoot user issues
- Write specs
- Complete user testing of features and associated QA (after testing is done by the dev team)
- Update documentation where needed
- Participate in software team management and hiring

In addition to your main responsibilities - as allowed by the flow of the development cycle - you are also expected to assist in general operations roles, which - in accordance to your strengths - may include

- General coordination + project management
- Data analysis/market research
- SEO related content generation

Skills and experience

As the ideal candidate you will have:

- At least 1 year experience as a software developer (freelance work not included) OR 1 year experience in a product role where you have worked directly with developers
- Strong appetite for learning in general and be able to adapt to needs of the teams

Time commitment

Full-time (or upon graduation if you are currently studying)

Remuneration

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

Pay increase will be assessed on a 6 monthly basis

Application procedures

Please submit your application through:

<https://gradready.com.au/jobs/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. 2.4 James Jones - Cover Letter