



ADMINISTRATION

WHAT IS THE ROLE?

As an Administration Wizard, you will ensure that we operate smoothly and are able to meet our financial and legal obligations. You will have opportunities to focus on different aspects of the business including accounts, communications, social media, marketing and branding, and new ideas.

Includes:

- ✓ Financial bookkeepers
- ✓ Data entry specialist
- ✓ Personal assistants
- ✓ Social media managers
- ✓ Project officers

WHAT WE OFFER

- ✓ A fantastic working environment that is caring and collaborative, with plenty of support from your team and leaders.
- ✓ Flexible working from home.
- ✓ Vibrant culture.
- ✓ Work with a creative, innovative start-up.
- ✓ A safe space to learn and grow in your career. We're passionate about learners, including ourselves and our own learning journeys!

The role can be 100% remote with the option of up to one day per month spent in person with the team. However you can expect plenty of face to face time on video with your colleagues throughout the week.

WHO ARE WE?

EdSure is an EdTech startup with extensive experience in the analysis and sharing of student information. We work exclusively with student systems and directly related systems such as Learning Management Systems.

EdSure works with a number of universities, TAFEs and institutions to improve the transmission of data between their organisations. We are focused on understanding the challenges presented by information sharing such as privacy, security, matching and translating data.

We invest our revenue back into creating future products for education. We are building apps that we hope will be used by every student in Australia and eventually the world. All revenue from services is invested back into building a company that makes a positive difference to learners.



Submission Link

www.edsure.com.au/careers

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EdSure



TECHNOLOGY

Although you won't need any prior experience in these, here are some of the technologies our engineers use. We have a cloud native strategy for application development, using the Google Cloud Platform and technologies including Flutter, Cloud Run and Firebase.

As we are education focused, we also use a variety of tools to integrate with education platforms, including APIs, ETLs, and integration software like MuleSoft.

WHAT ARE WE LOOKING FOR?

We are a growing organisation so above all, adaptability is essential. Here is an overview of our expectations:

- ✓ Execute administration tasks to a high standard and assist others in ensuring the correct procedures are followed.
- ✓ Peer review the work of other Administration Wizards.
- ✓ Investigate and resolve incidents that may be due to incorrect execution of a task and perform post-incident reviews on the cause of customer problems that affect production and/or result in rework.
- ✓ Provide recommendations for process and procedure improvement.
- ✓ Have an opinion and speak up. As a startup, we believe that every voice matters. Contribute your thoughts even though you risk being wrong (we're all wrong sometimes).
- ✓ Create customer-facing information based on your tasks.
- ✓ Represent the business in a positive way when communicating externally, including on social media.
- ✓ Actively participate and collaborate as part of a large team, both in work and in play.
- ✓ Ensure privacy, security, and similar compliance requirements are met in your work.