

Job Description

Work Experience - Operations

Details	
Position ID	1005
Department	Operations Business Process Analyst
Start Date	7 th Dec 2020
Contract Type	Work experience (2 weeks)
Reporting to	Operations Manager

Company Description:

Approach Services vision is to shape the way we lead change around the world.

Our mission is to help organisations build leadership that recovers fast from challenges and thrives through change by providing consulting, training and toolkits.

We are a small Perth-based company with a diverse team. Our culture is supportive, flexible with a high level of accountability. We value growth and development. Encourage everybody to contribute and communicate openly. We care about our employees, clients and community.

For more information, please visit our website: <https://www.approach-services.com/>.

Work experience program

We're on the lookout for a driven business operations student looking to grow their knowledge and skills through exposure to a Perth consultancy and training business operations. As part of the Approach Services' operations team, you'll help us to build and create the business operations processes and systems.

As part of our approachable team you will be able to work with us remotely or at our office in the Perth CBD. Working in a virtual team will require you to organise and manage your work experience activities autonomously whilst communicating effectively and regularly with your team. You will be able to learn contemporary ways of collaborating.

Cultural fit is of upmost importance for us. Approach Services prides itself in delivering evidence-based and practical advice, growing and developing our staff and caring deeply for our team and work-life balance. You will be able to learn professional skills including time management and prioritisation.

Our work experience program takes place over a designated period of two weeks in December. Work experience normally takes place between 10 AM and 3 PM and can only be conducted on Mondays to Thursdays. Students are required to be fully engaged in the work experience activities during those times and days.

Participation is free of charge to all students and there will be no payment made to students for their participation.

Key Responsibilities

- ▲ Optimising and standardising our business operations processes and systems considering manufacturing, inventory, on-demand, fulfillment, support and after-care.

Requirements:

- ▲ Ideally you are analytical and a system-thinker
- ▲ Business operations student with knowledge of operations processes
- ▲ Excellent written and verbal skills
- ▲ Works well both autonomously and within a team
- ▲ Experience in Microsoft office
- ▲ Understanding of flowcharts and process diagrams

What You Will Gain:

- ▲ Exposure to a fast-growing small business
- ▲ Virtual working and collaboration skills
- ▲ Flexible work arrangements
- ▲ Experience in working agile
- ▲ Students may receive a reference letter following successful completion of the work experience
- ▲ Students can list their work experience on their CV

How to Apply:

- ▲ Please apply directly on our career page. Please attach examples of your writing or a portfolio
- ▲ Application closes on **30th November 2020**
- ▲ We will notify the shortlisted candidates via email/phone call.
- ▲ Work experience duration: 2 weeks, 7th – 18th Dec 2020
- ▲ Expected Start Date: **7/12/2020**
- ▲ Job Type: Work experience

We are looking forward to receiving your application!