



Business Administrator and Project Co-ordinator

About Us

PebblePad has come a long way from our humble beginnings as an award-winning e-portfolio platform. Today PebblePad helps teachers and educators from around the world combine the best of experiential learning and authentic assessment to bridge the gap between their ambition and reality that traditional learning platforms just cannot reach. Helping educational organisations to provide a rich and meaningful student-centered experience PebblePad is instrumental in helping students to prepare for, make sense of and to guide and scaffold their learning. Key to making this happen is by enabling our smart, incredible and passionate team to make an impact and to do incredible things.

About the opportunity

As part of our exciting plans for growth an exciting opportunity has arisen for a dynamic and hands-on individual to join us as a Business Administrator and Project Co-ordinator. This is a role where every day may offer something different and where being self-motivated, a self-starter and enthusiastic are crucial. You will bring a real can-do attitude to the role and you will be instrumental in helping PebblePad and our team make even more of a difference and to help turbo charge our growth. This is a unique role that will work across all of our departmental teams including our senior and executive management teams. It will support our recruitment and hiring activities as well as managing and co-ordinating cross departmental business initiatives, projects and events. Having excellent communication, administration and organisations skills is therefore a must have.

About you

- A minimum of 2 years business experience.
- Excellent communication, administration and organisational skills.
- Experience of hiring and providing recruitment support and co-ordination.
- Project management experience including the ability to ensure projects deliver on time and on budget.
- Enthusiasm, empathy, positivity as well as confidence in addressing challenges and problem solving.

- The ability to work efficiently and effectively across managing conflicting deadlines.
- A proactive and flexible approach to work with the ability to take responsibility and ownership.
- The ability to work both independently and within a team-focused environment.
- An aptitude for solving interesting problems and finding creative solutions.
- Excellent I.T. and software skills.

The salary offered will be dependent on skills and experience and includes a generous benefits package. The role is full time however we welcome candidates to apply who may be able to support the role on a Part Time basis (minimum 3 days per week). Whilst the role is based from our Telford office flexible working can be considered. We believe in inclusion and diversity and are an equal opportunities employer.

How to apply

If you think this is you and if helping change the lives of educators and students around the world is something that excites you then please send a copy of your CV with a covering letter telling us why this job is for you to leigh@pebblepad.co.uk

By applying for this job you accept the T&C's and Privacy Policy found at <https://www.pebblepad.co.uk/privacy.aspx>