

Onboarding Consultant (Remote)

Fuel50 delivers career path software that fuels workforce engagement, retention and agility within organizations all over the world. Our software helps our clients create career pathways within their organization which are matched to the employee's career wants and needs.

We have had great success with our software-as-a-service (SaaS) product, landing major brands all over the world — the USA, United Kingdom, Australia and New Zealand - who are using Fuel50 to support the careers of their employees. It's a real feel good product that delivers great results to individuals, as well as commercial benefit to the organizations that buy it.

We have heaps of fun as a team, and although we work really hard, we don't take ourselves too seriously and we will genuinely care about your career happiness! I mean, what better place to work than a company who's sole mission is to help engage employees?

About the Role:

Our Fuel50 Onboarding Consultants are known for their efficiency, delivery focus and ability to create ease in even the most complex of scenarios. We are looking for someone to join this team who is warm, client focused and friendly, but also is able to ensure project momentum is maintained and deadlines are met.

Key Responsibilities

- Operate as a trusted business partner; provide project leadership for multiple projects spanning configuration, integration and services workstreams
- Manage projects end to end, including full documentation, project planning and scoping
- Create positive relationships with new and existing clients, building trust and respect as we work together to launch the Fuel50 platform
- Effectively communicate project updates and actions, maintaining Fuel50 project software and client facing project plans
- Ensure resource allocated from Fuel50 extended team to the project, managing resource time commitments diligently

Key capabilities / experience required:

- Experience as a Project Manager, successfully managing multiple, large-scale, complex projects
- Excellent facilitation and project management skills
- Excellent interpersonal communication skills that demonstrate the ability to interact with others with warmth, tact and professionalism (via telephone, webinar and in person)
- Highly organized and experienced at successfully multi-tasking
- Excellent collaborative skills, applied successfully within team as well as with other areas
- Excellent problem-solving skills
- Demonstrated ability to influence, motivate and mobilize team members and clients to action

- Excellent business and technology acumen
- Advanced skills with Microsoft Office applications

Need to know:

- Travel will be required across the USA and to the UK
- Hours will be from 7am East Coast to accommodate our East Coast and UK based clients – flexibility is required to service time zones for UK and EST
- Work from home