

OPERATIONS ADMINISTRATOR

Full-time, 3-month contract (working remotely is an option)

WHO WE ARE

The Carrot Rewards app is the world's first national public platform that rewards users for making healthier choices. Users are rewarded with points they actually want—while driving sustained lifestyle behaviour changes. The Carrot platform was created in collaboration with public and private sector agencies along with the three leading Canadian health NGOs. With over one million users and over one trillion steps tracked, Carrot is the most popular and trusted engagement platform in the country.

As a result, we're looking to expand our Operations team to support us over the next three months, as we close off our fiscal year—our busiest quarter.

JOB DESCRIPTION

We're seeking an organized individual with lots of energy who enjoys collaborating, problem-solving, and seeing projects through to the end. The Operations team, affectionately called, OPS, is the hub between all departments. We ensure projects are executed successfully and according to client requirements, while maintaining a seamless user experience. If you're interested in working in a fast-paced, dynamic and collaborative environment, we encourage you to apply! You will learn a lot in a short amount of time, and will be challenged to think critically, while coming up with innovative solutions to fix complex problems.

WHAT WE ARE LOOKING FOR

- Develop campaigns in collaboration with Client Success, Content and Development teams
- Ensure all offers meet quality standards and business requirements
- Launch programs within proposed timelines and monitor progress post-launch
- Work closely with the Development team to test and troubleshoot new app features and functionality
- Special projects and any other duties as required

REQUIREMENTS

- University degree recommended and the ability to learn quickly
- Strong analytical, problem-solving and decision-making skills
- Excellent organizational and time management skills with the ability to handle changing priorities and fluctuating workloads
- Assertiveness to ensure timelines and processes are met
- Proficient at manipulating and analyzing large datasets, and working knowledge of Microsoft Excel, PowerPoint and G Suite
- Excellent written and verbal communication is critical as is the ability to work with all business areas
- Technological aptitude to interpret needs and translate those requirements to our Development team

HOW TO APPLY: If you are interested and meet the criteria specified above, please send a cover letter and resume to careers@carrotinsights.com.