Operations Coordinator

What is TorchPrep?

Can you remember a time in your life when you thought you could change the world? TorchPrep is a team of educational strategists OBSESSED with changing the lives of students with strategy-based skills engineered to beat tests. Our engaging, high-energy approach captures the attention of students and combats the absolute boredom found in standardized testing. We are teachers, storytellers, trainers, leaders, comedians, but more than anything, we are agents of change in our region.

Description:

The Operations Coordinator will be a part of the Operations Team - we are the backbone of TorchPrep. We GET THINGS DONE. Is Attention to Detail your middle name? Good, because you will specialize in our testing division where you will grade tests and create detailed score reports for schools and students. You need to be versatile, flexible, hit deadlines, and make things happen. If you are a self-motivated, meticulous, and organized perfectionist who remembers details no one else does, you have found your new home.

Responsibilities:

- Meticulously grade tests and deliver reports for school administration and students.
- Support sales staff by preparing reports of TorchPrep course results.
- Create the best customer service experience that families have ever had.
- Use telephones and email to reach out to customers.