



Job Description

QUALITY CONTROL ASSOCIATE

ARGENTINA

PART TIME (20-25 hours a week)

The quality control associate will help the Quality Control team to ensure the material and general content shared with our business partners and clients is up to standard and embodies the level of excellency FuturED is famous for.

The ideal candidate will always represent FuturED and its ethos and professional mission.

"FuturED is an international educational organization founded to contribute to the achievement of the United Nations Sustainable Development Goals. In addition, we support the UN Global Compact and the SME Climate Hub. Proudly born in Monaco. Made with passion and conviction in the United Kingdom.

FuturED is an online learning platform producing and curating academic content in Spanish and English in a 360 model. We motivate people, organizations and their communities to become the best version of themselves."

Direct Reports This candidate will report to the Quality Control team leader

Job Description

- Make sure all internal processes are working in place to ensure a top-quality final product
- Report and resolve errors, typos, technical deficiencies in a timely manner to ensure the top-quality product is accessible at all times
- Be able to anticipate, prevent failures or technical issues in the postproduction process
- Be initiative-taking in resolving issues and take a leadership role if needed to ensure the flow of information is not hindered.
- Be familiar and willing to work with captioning systems and audio-visual technology as required
- Plan ahead, be timely with deadlines and stay active in a fast moving and always changing environment
- Knowledge of application of images and content based on copyright.

Person Specification

- Proactive attitude at all times
- Extreme attention to detail
- Flexibility with demanding work schedules and unsocial hours (if required)
- Ability to work in a team effectively
- Fluid communication and reporting to members of the team and management
- Daily and weekly professional reporting to relevant direct reports or colleagues
- Support and quick response via email
- Professional attitude at all times, in all communications with internal and external members, stakeholders, management and clients
- Ability to read, understand and speak English (intermediate level)

Desired

- Ability to read, understand and speak French (intermediate level)