



Position Description		
Position Title	Business Improvement Intern	
Purpose, related to strategies/goals of company	Assist Managing Director with identification and implementation of business improvement strategies, including process efficiency, automation, organisational structure and skills analysis.	
Key Duties – to be finalised according to the intern’s skills, interests & career goals	<ul style="list-style-type: none"> - Undertake projects, in consultation / collaboration with management, to identify opportunities for increased business efficiency, develop strategies for improvement and implement them. - Areas of focus include organisational design/structure, policies and procedures, workflows, process improvement/automation, software/technology improvements and job design to match tasks with skills/passion. - Projects will include analysis of agreed aspects of the business to produce reports with analysis results, costings, time taken for tasks, risks and recommendations. - Once an opportunity for improvement is agreed upon, plan and undertake testing of new ideas and innovations, with a pilot project or agreed trials then reporting on results. - These projects will be developed collaboratively between the intern and the MD, to meet university assessment requirements and business needs. - Assist in other tasks as required. 	
Key Skills & Attributes	<p>Essential:</p> <ul style="list-style-type: none"> - Genuine interest/passion for organisational efficiency and digital transformation - Knowledge of theory, tools and best practice for organisational design, efficiency, process automation and business improvement - Ability to analyse workflows & join the dots between different business processes in a SME environment; systems thinking - Willingness to engage in collaborative, 2-way conversations based on shared learning, and practical application of knowledge to find innovative solutions and implement them 	<p>Desirable:</p> <ul style="list-style-type: none"> - Coding to produce simple automation programs - Experience in business process and automation (including part-time work in process-driven business such as McDonalds, and automation/coding projects undertaken)



	<ul style="list-style-type: none"> - Realistic & open-minded, understanding that there is more than one way to approach problems and find solutions - Enthusiastic & positive approach to work - Excellent written and spoken English - Willingness to undertake a range of tasks across the business & learn new skills - Project management skills - Flexibility to juggle multiple tasks and projects - Can-do attitude - Ability to self-manage & work with minimal supervision 	at school or university)
Software/ Program Knowledge	MS Office, and other custom and industry-specific software. Training is available for custom / specialist programs.	
Company Supervisor & Reporting Relationship	Reporting to Managing Director	
Remuneration (if any)	Unpaid internship	
Hours	<p>1 - 2 days per week, by mutual agreement</p> <p>Company hours are 8.30am to 5.00pm Monday to Friday. Hours of work can be flexible, by mutual agreement, including completion of up to 4 hours per week off-site.</p>	
Additional Information	<p>The internship may lead to paid casual, part-time or full-time work. KCS is an equal opportunity employer, valuing diversity and committed to creating an inclusive environment for all employees.</p>	