



AutonomyWorks

Title: Job Lead

Location: Downers Grove

Type: Full-time

Salary Range: \$40,000 - \$45,000 based on experience

The Company:

AutonomyWorks is a dynamic Social Enterprise whose mission is to create thousands of jobs for people with autism. Our teams support clients around the country on the cutting edge of digital media and technology. Our work includes media operations, data indexing, quality assurance and reporting and analytics. We have developed proprietary methods and tools that enable our team of Associates to deliver at exceptional levels of quality and productivity.

Led by a team of industry veterans, AutonomyWorks is growing and looking for motivated innovators to join our Team.

The Opportunity:

The Job Lead will be a critical team member accountable for the quality and timeliness of select client deliverables and daily operations. The candidate will have four primary responsibilities:

- Deliver high quality deliverables
 - Manage the workflow and delivery process for select client deliverables. Ensure accurate intake and delivery of 8-10 deliverables per day.
 - Review completed deliverables for accuracy and completeness.
 - Work with other Leads to ensure appropriate resource allocation across clients, efficient workflow and flawless output.
- Manage a team
 - Work directly with a team of 5-10 Associates with autism. Direct day-to-day activities. Assign tasks. Troubleshoot issues. QA deliverables.
 - Train Associates on AutonomyWorks' processes and select deliverables; facilitate peer training and communication between Associates.
 - Collaborate with the Associate team to identify client issues, find resolution, and develop action plans that eliminate future problems.
 - Identify quality and productivity issues. Work with other Leads the Talent Team to create and implement solutions.
- Collaborate with clients
 - Act as point person for day-to-day interactions and periodic status updates for two to four clients.
 - Ensure all client requests are complete and accurate.
 - Translate client requests into production tasks.
 - Work with other team members to define client expectations, establish scope, and on-board new projects.



AutonomyWorks

- Develop expertise
 - Become the expert on assigned portions of deliverables.
 - Build knowledge of key AutonomyWorks solutions, including processes, tools, and partners.

Skills and Knowledge:

- Process and workflow oriented
 - Exceptional organizational skills
 - Ability to manage multiple ongoing projects with rapidly altering priorities and tight deadlines.
 - Proficiency with MS Office (Word, Excel, PowerPoint) and other basic desktop applications.
- Team player
 - Excellent communication and interpersonal skills, with the ability to converse with clients and Associates to address requests and issues in an expedient and productive manner
 - A positive attitude, and the ability to thrive in a collaborative environment.
- Passionate
 - Desire and aptitude to learn new competencies and skills quickly.
 - A commitment to creating new ways of approaching and solving existing problems with innovative solutions.

Qualifications and Experience:

- Bachelor's degree preferred
- One to five years of relevant work or internship experience
- A desire to join a mission-driven organization

AutonomyWorks offers the opportunity to make a difference in an excellent work environment with competitive pay and benefits. To be considered, please send a cover letter noting the position of interest with salary expectations and resume to recruiting@emailautonomy.com. To learn more about our dynamic company, visit our web site at www.autonomy.works. We are an Equal Opportunity Employer that values the strength diversity brings to our workplace.