



Open Positions:

1 - Professional Services Consultant (SaaS)

Roles Currently Available:

Professional Services Consultant (SaaS)	
Start date	Mar 2025
Average weekly commitment	Flexibility in choosing working hours in-line with client delivery, however there must be a minimum of 3 days per week available capacity.
Location	Melbourne-based Hybrid working environment Work remotely, Co-working office space (Melbourne CBD) or on client site (based on need)

About Apparatus Quo (AQ)

- At Apparatus Quo, we are committed to **empowering individuals and businesses by leveraging technology solutions**. Our mission is to shape a future where technology serves as a catalyst for productivity, efficiency, and meaningful experiences. Since 2020, we have helped hundreds of businesses scale their services and trade technology for time. We serve as facilitators, guiding our clients on a transformative journey.
- Our focus is to be a strategic partner with our clients, establishing clear, value-driven goals and priorities. We then **co-design a strategy aligning their people, platforms, and processes**, ensuring rapid, meaningful enhancements to their business.
- **Our company values are Authenticity, Empathy, Expertise, Balance and Connection.** We specialise in unlocking potential with streamlined work management and collaboration tools and methodologies.
- We stay up to date with many SaaS (software-as-a-service) platforms. However, we have invested **specifically in our implementation partnerships with Asana, PageProof, WorkflowMax and Hubspot.**



Why Join AQ?

...and what do the roles involve?

✔ Opportunities to grow and develop your client skillset

Joining our small yet dynamic company provides a unique learning experience and opportunity to gain firsthand experience in the world of consulting, and benefit from personalised mentorship. You will work on meaningful projects, interact with diverse clients, and apply what you have learned in a hands-on, practical context.

✔ Building strong relationships

Within our team, you will have the chance to build strong relationships with colleagues, clients, and business partners. These connections can be instrumental in shaping your future career.

✔ Tight-knit culture

We foster a collaborative and inclusive work environment, where your ideas and input are highly valued. In our team, you will have the chance to directly influence our projects and strategies, encouraging creativity and innovation.

✔ Exciting projects

Our projects involve leveraging the best in SaaS technologies and innovative approaches. You will be part of dynamic and forward-thinking initiatives, providing you with a challenging and rewarding experience.

✔ Workplace flexibility

We offer flexibility in your work environment, allowing you to experience both working remotely, in an office environment or on client site when needed. This flexibility provides a comfortable work-life balance, especially in our smaller team setting. In 'eating our own dog food' (as it is sometimes called), we leverage tech to effectively work asynchronously and synchronously together as a team and with our clients, which is part of the reason we got into this line of work in the first place!





The Role: Professional Services Consultant (SaaS)

Start Date: March 2025

Employment Model: Contract

Location: Melbourne preferred, ANZ remote considered

The Role

This role primarily revolves around supporting our team and client work in the domains of the project and work management engagements. You will primarily be supporting Senior Asana Consultants Josh and Von to ensure the successful delivery of client work.

What You'll Do

- **Supporting & leading delivery of the Company's Asana Services Packages for Clients** such as our build-it-with/for-you onboarding, relaunch, workflow build, AI enablement and related services packages.
- **Agenda Planning, Meeting Facilitation and Post-Meeting Client Support:** Pair up with a fellow colleague to review client needs together, and craft an agenda to plan for upcoming workshops and training. Run meetings in AQ pairs with our clients, using an in-person or virtual workshop format to provide support to their needs.
- **Pre-and Post-Meeting Client Support and Delivery Management:** Address follow-up actions and activities, as per our agreed scope with clients to support them in their tech journey. Ensure prompt communication with clients and support the 'Delivery Management' of our engagements with clients to ensure we are delivering on what we have promised.
- **Client Inquiry Management:** Supporting with triage and Client support where required. After your onboarding and initial training, collaborate with clients with their queries related to core products we support, over email and other support channels such as screen share and recordings.
- **Research and Query Resolution:** Conduct in-depth research to address the client's inquiries effectively and comprehensively, within the constraints of the tools they use, including producing and validating creative workarounds when required! Of course, you will be supported by senior staff in validating and testing your hypotheses for how to best approach given tasks or issues.
- **Supporting with sales, marketing** and related collateral as agreed. Supporting the Company with Client subscriptions - new clients, upgrades changes and renewals.
- **Preparing for and Supporting AQ Team Meetings:** Related to our delivery of a portfolio of active projects are any point in time, we will require you to support preparing status updates, risks & issues related to client engagements and reporting on progress in team meetings to ensure we are focussing on what matters most each week.
- **Ad-hoc tasks and Business Support:** From time-to-time, we will have internal projects that require support, which could vary in nature from marketing, sales, finance, value creation or value delivery efforts, which are part of our continuous improvement culture where we are always seeking to refine what we do to ensure the best outcomes for all. We ensure these internal projects align to each individual's strengths, interest and development areas as well as business need.

About You

- Previous experience in consulting
- Tech-savvy with experience in tools like Asana or HubSpot (or similar).
- Melbourne-based or ANZ remote with a proven ability to work independently.





What we look for in our team...

Must Haves	Great to have <i>(but not mandatory)</i>
<ul style="list-style-type: none"> • Positive attitude, eagerness to learn, and emotional intelligence to tackle challenges maturely • Excellent written and verbal communication skills for effective collaboration with the team and external client stakeholders, as well as an knowledge of business etiquette • Adaptability and comfort in navigating through ambiguity. • Tech-savvy with the ability to quickly grasp and proficiently use various tech and SaaS platforms. • Located in Melbourne. • Comfortable with a hybrid working environment, including the ability to work remotely, our office in Melbourne or on client site as needed. • Working rights in Australia through to Feb 2026 • Have graduated with a bachelor’s degree or above. • For sales roles, experience in sales and an existing methodology. For consulting roles, experience in consulting, teaching or education. 	<ul style="list-style-type: none"> • PR Australian Residency status or above • A keen interest and basic understanding in project management, business management consulting, process improvement, and work management systems • Comfortable working with data, systems and reporting • Strong fundamental business and financial acumen and/or a business or commerce degree • Industry experience or previous internships in consulting firms or professional services firms, or in a teaching or tutoring role, or experience in B2B sales for sales roles.

Join us at AQ and embark on a journey of growth, learning, and meaningful contributions to our clients and the consulting industry. Apply now by clicking below to be a part of our innovative and collaborative team!

[Submit Application](#)

