



## **National Product Implementation Administrator**

Location: Home-based  
Grade: K2  
Reports to: Product Operations Manager  
Direct reports: N/A  
Key stakeholders: Commercial Manager, Service Operations, Product

### **Who we are & what we stand for**

We are a leading provider of apprenticeships, accountancy, tax, finance & banking courses, and of professional assessments. At Kaplan, we're all working together to make this organisation diverse, innovative and efficient. And to become highly respected for supporting learners to build or assess their professional competence through apprenticeships and qualifications.

We are part of the Kaplan group, one of the world's largest and most diverse education and assessment providers. We operate in over 30 countries and maintain relationships and partnerships with more than 1,000 school districts, colleges and universities, professional bodies and over 10,000 businesses. Our vast breadth and scope in terms of both capabilities and assets sets us apart.

We work hard to make this a great place to work where everyone can succeed. Sex, race, disability, age, sexual orientation, gender identity, religion or other belief, marital status, pregnancy or parenthood - none of these should be a barrier to anybody's success at Kaplan. If you require any adjustments, or additional support within the recruitment process, please contact us directly and we'll do our best to help.

To view our candidate privacy notice [click here](#).

### **How you'll help us succeed**

Using expertise and organisation to deliver innovative, personalised and intuitive courses through Navision, MyKaplan and Moodle, to engage and support students and help them on their way to achieve their goals.

### **Supporting the launch of courses via MyKaplan and Eagle Moodle**

- Before launching to students, you'll carefully review each allocated course master in MyKaplan and Moodle to check that the master matches all requirements listed in the various set up spreadsheets. If there are any discrepancies, you'll liaise with the LMS team to ensure that any issues are resolved prior to sign off by the due date.
- You'll post qualification-specific news items in MyKaplan for students and other users as requested by the Product Implementation Coordinators or Managers.
- To support tutors, you'll add and subsequently archive Resource Library content, in line with scheduled material updates.

### **Setting up and checking Navision related data**

- You'll be responsible for the accurate set up of allocated packages and products in Navision in line with Product, Scheduling and Commercial Manager launch dates. These will be for:
  - UK and international Kaplan courses
  - Classroom, Live Online, OnDemand, Distance Learning courses
  - Bespoke courses
  - Computer based exams
  - Publishing MyKaplan courses and materials
- You will help with the archiving of obsolete products and packages in Navision.
- You'll process suspensions, cancellations and description renaming in Navision, as required.
- You will check that the courses and exams for sale on our retail websites display correctly.
- You'll update fees in Navision and check fee updates on our websites.
- You'll help with testing any new features developed in Navision by IT which our team will use.

### **Supporting the Team**

- You'll support the Product Implementation Coordinators and Managers by preparing PDF files, documentation or spreadsheets, as required.
- You will regularly review the Product team google site to identify any documents that require updates and will help to update these.

You'll also carry out other duties, within the broad scope and spirit of your role, as requested by your manager. Our business continuously evolves, so your role will too.



### **What you might be doing now**

Your current role, or recent roles, may be:

- Kaplan K2 role
- Administrator who autonomously manages tight deadlines with limited supervision

### **What you'll bring**

You'll need to be motivated, organised and work effectively on your own.

- Proficient in Google Mail, Drive and Sheets.
- Good understanding of English language
- Must be detailed, methodical and accurate.
- Able to prioritise own workload and meet deadlines.
- Understands the basics of Navision (desirable).

### **What you can expect**

A competitive salary & clear pay structures, progression paths, and a comprehensive benefits package. You'll be joining a great place, driven by a shared purpose, where everyone can succeed and build a brighter future together.

### **How you can build your career at Kaplan**

From this role, your potential paths for career progression at Kaplan include:

- Product Implementation Coordinator
- Other K3 roles in Product
- Other K2 or K3 roles at Kaplan