



Position Title

Manager – Operations/Admin

Reporting Line

Reports to: Chief Operating Officer

Background

As a growing early-stage organization, we require highly adaptable operational support to ensure that projects and day-to-day functions run efficiently. The Manager will play a **hands-on, cross-functional role** supporting project execution, operations, and administrative functions.

Purpose of the Role

The Manager is responsible for providing **end-to-end operational support** across projects and organizational functions. This role requires flexibility, a proactive approach, and the ability to handle **a wide variety of tasks** that may evolve as the company scales. The Manager ensures that the organization's operational processes are maintained and projects are supported to meet objectives and timelines.

Scope of Work / Key Responsibilities

Operations Management

- Maintain daily operational workflows, ensuring smooth functioning across administrative, financial, and project processes
- Support the development and implementation of **lightweight processes and systems**
- Coordinate procurement, logistics, and resource allocation as needed
- Manage records, documentation, and reporting for management review



Cross-functional Support

- Provide ad-hoc support for business development, stakeholder engagement, or technical teams
- Assist in preparing proposals, presentations, or investor materials
- Engage with vendors, contractors, and service providers as required

General Responsibilities

- Proactively identify gaps in operations and propose solutions
- Take ownership of tasks from start to finish, with minimal supervision
- Work collaboratively with senior management to ensure organizational priorities are met

Deliverables

- Timely project updates, reports, and dashboards
- Operational processes that facilitate smooth functioning of teams and projects
- Accurate records of vendor contracts, project documentation, and internal procedures
- Ad-hoc materials, presentations, and support requested by leadership

Qualifications & Experience

- Minimum **3 years of professional experience** in operations, project coordination, or HR and Administrative roles
- Experience working in **fast-paced, startup, or unstructured environments** preferred
- Strong organizational, analytical, and communication skills
- Ability to manage multiple priorities, adapt quickly, and handle ambiguity



Key Competencies

- High level of **initiative and self-management**
- Flexible, hands-on, and solution-oriented
- Strong coordination and stakeholder management skills
- Comfortable taking on **varied responsibilities across functions**

Working Conditions

- Dynamic, fast-moving startup environment
- Role requires adaptability and willingness to handle diverse tasks
- May involve cross-functional coordination and occasional travel or field visits

Compensation & Growth

Compensation will be commensurate with experience, reflecting the seniority and impact of the role.