

<https://jobs.eagmark.net/job/operations-coordinator/>

Description

Digifarm's Operations Coordinator makes sure all departments/team members within the company are running efficiently and smoothly according to the wider company's short, mid and long-term goals. The main purpose of the Operations Coordinator is to ensure that the business is well-coordinated and productive by establishing and managing procedures and policies and coaching our team members.

Responsibilities

- Effectively and continuously identify and take over operative tasks from the CEO by creating workflows, automation or delegating them;
- Coaching and training – Helping team members set up workflows, templates and procedures as well as guidelines and maintain them;
- Helping team members to conform to the existing rules and guidelines and improve the workflows if necessary. Focus on ownership and accountability;
- Managing deliverables – Making sure teams are meeting task/project deadlines and stick to rules and guidelines;
- Schedule, organize and document weekly standup meetings;
- Reply and follow up with general inbound requests;
- Project Management of small side/one-time projects;
- Performance evaluations – Conducts feedback loops and questionnaires to measure the progress of your workflows and improvements/optimizations;
- Engage the entire team – Making sure all teams are connected and no islands and silos are created; Checking in with all teams ad hoc during the work week to see if they're missing anything, motivating, collecting feedback etc.

Qualifications

- Experience working with and managing a fully remote-virtual team;
 - Enjoy working in a virtual/remote-only team-driven culture. We're a distributed team with many different locations and cultures;
 - Speak English fluently. Having other languages and exposure to many different cultures will be beneficial for building rapport with an inclusive team;
 - In-depth understanding of diverse business functions (product/software, legal, HR, sales, finance, operations, etc);
 - Familiar with Google Business Suite, Slack, Asana (Shortcut), Hubspot etc.;
 - Relevant working experience with a successful track record in operations for other companies;
 - Worked closely with executives to strategize and develop long-term plans that usher in new levels of productivity and success;
 - Excellent organizational, communication, and leadership skills
- Proven ability to plan and manage the operational processes for maximum efficiency and productivity;
- Work in a very organized fashion. This job has many different moving parts and the only way to stay on top of everything is to ensure that you bring structure and order to the team and to your personal approach.

APPLY NOW

Operations Coordinator

Hiring organization

DigiFarm

Employment Type

Freelance

Industry

Agriculture

Job Location

Remote work possible