

Argentina Jobs Expertini®

Operations Specialist (Part-time)

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Company: Remotivate LLC

Location: Argentina

Category: computer-and-mathematical

Hello, Operations Managers!

My name is Michaela and I am the CEO at TeraTech – TeraTech creates custom software for medium-sized (i.e. 50-500 employees) US companies, using the Adobe ColdFusion programming language, to solve their CF problems on time, with great quality code and within budget.

We are ColdFusion experts with over 23 years in CF and 33 years in software development and we focus on recurring maintenance and modernization projects. Michaela, the CEO, has written a best-selling book on ColdFusion and hosts a podcast on it too. Also, we ran the largest CF conference for 11 years. We spearhead the CF Alive movement to modernize old apps and inspire programmers to use CF.

We are looking for an Operations Manager (aka "the CEO's righthand man/woman") who is great with the day-to-day operations, people, and details on software projects. You'll make the CEO's work and life easier, so she can focus on growing the business. This role will be interacting with Michaela (CEO) daily via Basecamp and the tasks will be assigned via 'Basecamp' and weekly calls.

The successful candidate will have an abundant mindset, be joyful and open to and accepting of business intuition, woo-woo ideas, and philosophies in addition to 'acing' the practical side of tasks.

This role is a part-time role.

Requirements

Excellent verbal and written English communication skills

Minimum 2+ years of experience as an Operations Manager or similar role.

Minimum 2+ years of experience in a SaaS company.

Previous experience in small companies (10-50 staff) preferred, thriving in roles with increased autonomy and responsibility.

Proficient in the Software Development Lifecycle, ideally with medium-sized US companies.

Familiarity with US company operations.

Demonstrated ability to create and optimize efficient systems and processes, including SOPs, on both personal and company-wide levels.

Proven track record of designing, integrating, and executing actionable strategies aligned with company goals.

Strong project management skills with a history of successfully managing long-term projects.

Experience utilizing task management and project management tools.

Previous involvement in HR, recruiting, and onboarding processes.

Nice to have:

Using Basecamp for project management

Familiarity with ColdFusion

Your responsibilities will include (but are not limited to):

Oversee day-to-day operations (Developers, Project Management, Recruitment, and Clients) while fostering a cohesive company culture.

Implement SOPs, charts, file systems, and automation tools to enhance organizational efficiency.

Develop and maintain SOPs, KPIs, scorecards, and policies to cultivate a positive

company culture.

Collaborate closely with the CEO to devise and execute actionable business strategies aligned with company objectives.

Monitor and nurture the personal and skills growth of developers through OKR/KPI tracking and monthly 1-on-1 meetings, providing corrective measures as necessary.

Ensures effective recruiting, onboarding, professional development, performance management, and retention

Manage both client and internal projects, ensuring timely completion with high quality and within budget.

Conduct regular client calls to manage communication, and expectations, and resolve challenges as they arise.

Review invoices for accuracy and presentation quality, liaising with the bookkeeper as needed.

Benefits

Flexible working hours

Learning modern software development methods with the team

Intuition and abundance mindset growth

Leadership

This Position Is Perfect For You If...

You're an Organized Leader Built on integrity and honesty, you're someone the whole team looks up to as a great manager. You are organized enough to make sure that you're on top of your own goals and responsibilities. You bring your whole personality to work and are willing to engage on a personal level. You put your whole heart into your work and uplift those around you.

You're an Excellent Communicator

You have excellent interpersonal, written, and verbal skills that allow you to explain complex

topics in simple ways. You can get your point across and get all stakeholders aligned on a common goal.

You're an Analytical and Detailed-Oriented Problem Solver.

You have strong analytical skills and a detailed approach to problem-solving. You have sharp attention to detail and can spot inefficiencies in strategies and find creative solutions based on your analysis and observations.

What we do:

Please check us out to get an understanding of our company:

Our hiring process is made up of five parts, so please be aware that you will need to dedicate time for a questionnaire, a video, two 1-on-1 interviews, and a small test project.

Thank you for taking the time to consider this position. I look forward to hearing from you soon!

Michaela

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