

# Operations Manager Job Description

## Company profile

Adeption Ltd. is a leading Leadership and Professional skills development organization. Originating in New Zealand, we are leaders in blending group facilitation and cutting-edge technology to get results at scale. Founded in 2010, Adeption has established its presence across North America, Europe, Australia and NZ.

## Adeption platform

Adeption combines behaviour change science + AI + expert coaches and an iterative agile approach to develop leaders at scale.

A white-labelled, digital learning platform, Adeption enhances the experience and results of traditional learning methods. The platform is used by Fortune 500 companies & endorsed by world-renown researchers.

We think of this behavioural-focused learning technology as a fit bit for leadership. Watching videos doesn't make you fitter, running does. Watching videos doesn't make you a better leader — leading does. We create a series of workouts that allow leaders to get clear on what matters to them, get fresh ideas, plan and do deliberate on the job experiments that they then reflect on and get feedback from peers, managers and coaches. The cycle then iterates to drive real development and new habits.

We have an exciting roadmap ahead — want to join us?

**Location:** Pune, India

## Job Description

We are looking for an Operations manager who is passionate about identifying creative and innovative solutions for business problems.

Operations Manager is an Individual Contributor role where you would be involved in overseeing business activities and organizational processes. As an ideal candidate, you'll have a sharp business mind and proven success managing multiple departments towards maximum productivity.

## Key Responsibilities

- Streamlining operational process and maintaining constant communication with management and staff to ensure proper operations of the organization.
- Weekly reports on India Tech Team
- Managing Project Management and individual reviews
- Supporting the clients on reporting
- Support the **India Director** in taxation, admin and legal documentation
- Facilitating with the accounts department to ensure activities remain compliant
- Support **CTO** in managing teams
- Coordinate activities of the tech team

## Requirements

- Relevant work experience of two to five years
- Bachelors in Engineering, Computer Science, Math, Statistics, or related discipline from a reputed institute or an MBA from a reputed institute
- A candidate must be a quick learner and should have positive attitude
- English Proficiency is a must both verbal and written communications skills are extremely important
- Ability to impact operations and effect change without being confrontational
- Detail oriented, analytical and inquisitive
- Ability to work independently and with others in a highly demanding and ambiguous environment
- Extremely organized with strong time-management skills