

WE ARE HIRING!

OPERATIONS OFFICER

JOB FUNCTION

- Operations Management
- Process Improvement
- Logistics Coordination

JOB LEVEL

- Entry- to Mid-Level

EMPLOYMENT TYPE

- Full-Time

WORK SETUP

- Hybrid: Office and Remote
- Shift Schedule: 9:00 AM to 6:00 PM

JOB DESCRIPTION

- The Operations Officer is responsible for overseeing and improving daily operational processes to ensure efficiency, productivity, and quality.
- The role involves coordinating with various departments, managing internal workflows, optimizing logistics, and ensuring smooth execution of company policies and procedures.

APPLICATION PROCESS

- Interested applicants may submit their resumé and cover letter to agilepartners@hustle-ph.com.

KEY RESPONSIBILITIES

- Assist in the development and implementation of operational policies and procedures.
- Monitor and improve process efficiency across different teams.
- Ensure smooth coordination between sales, finance, and HR divisions.
- Track and manage project timelines, deliverables, and reporting.
- Identify areas for improvement and implement solutions to enhance operational performance.
- Work with external vendors and partners for procurement and logistics-related activities.

QUALIFICATIONS

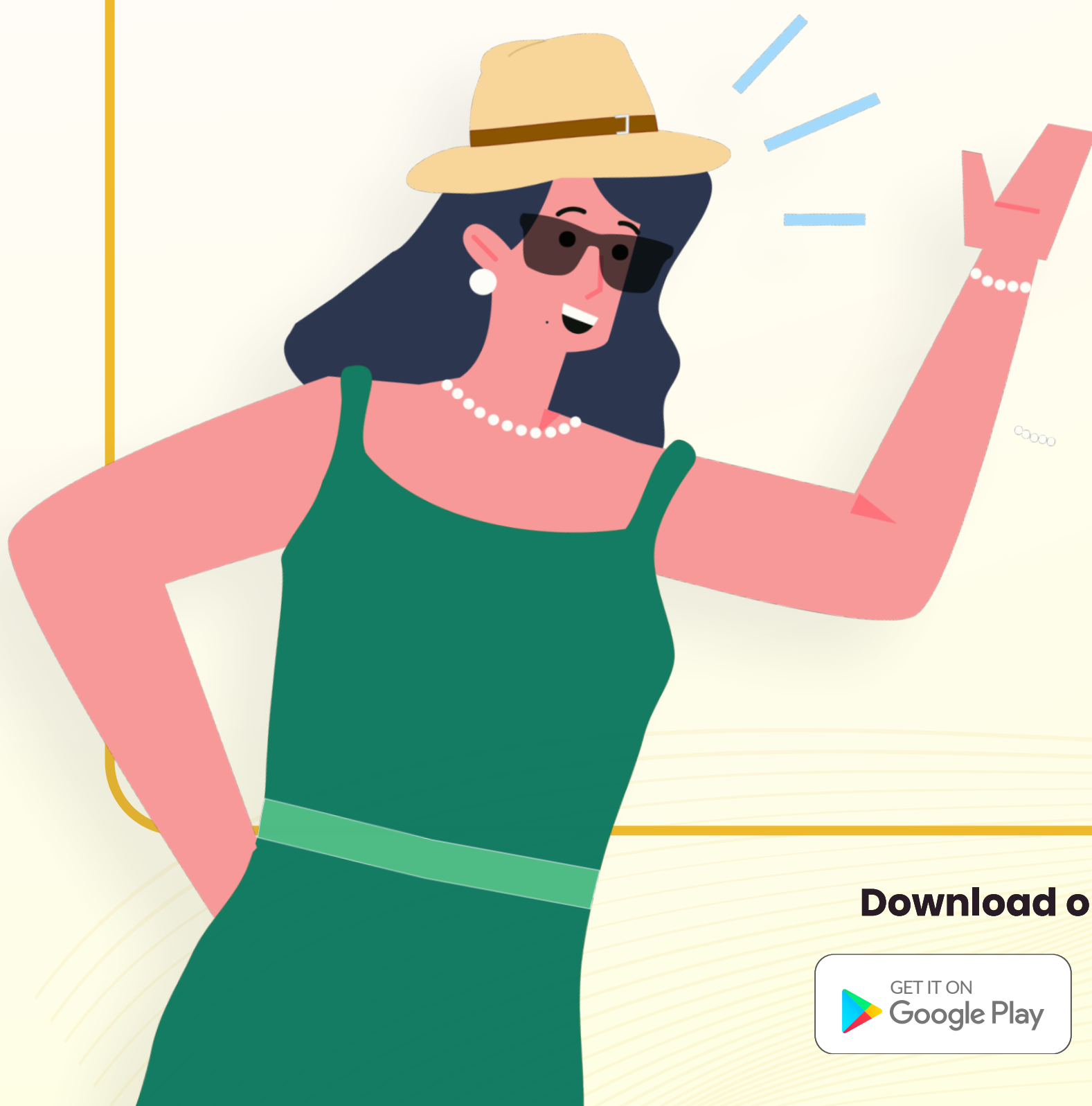
- Bachelor's Degree in Business Administration, Management, Industrial Engineering, or a related field.
- Fresh graduates are welcome to apply; however, candidates with at least 1 to 3 years of experience in operations, logistics, or process management are preferred.
- Strong analytical and problem-solving skills.
- Excellent communication and coordination skills.
- Proficiency in Microsoft Office and project management tools.
- Ability to work in a fast-paced, dynamic environment and manage multiple priorities.
- Proficiency in market research and data presentation

PREFERRED QUALIFICATIONS

- Experience in a tech startup or data solutions company.
- Familiarity with automation tools and workflow optimization.
- Understanding of financial and HR processes.
- Willing to learn additional skills and roles

COMPENSATION AND BENEFITS

- Competitive salary based on experience.
- Opportunities for professional growth and training.
- Hybrid work setup with flexible working hours.



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