

# United Kingdom Jobs Expertini®

## Senior Operations Associate

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Company: AVOMIND

Location: United Kingdom

Category: transportation-and-material-moving

### About the job

██████████ looking for an operations generalist to join their fast-growing, international team. Reporting to Operations Manager, you'll work on operational processes across their HR, finance legal/compliance, and EA functions.

As a Senior Operations Associate, you will need to be comfortable doing hands-on day-to-day responsibilities in operations as well as providing guidance to junior team members.

### About our client

██████████ld where you have trustworthy customer reviews for all products and services. The mission is to increase trust between consumers and businesses by making online reviews more reliable and transparent.

The firm is a bootstrapped, profitable, and fast-growing SaaS company. They build their own products that customers love, best known for Shopify's number 1 ranked app Product Reviews app with over 15,000 five-star app reviews.

The firm rapidly gained enormous traction, growing our number of users by more than 50% per year for the last four years just by word of mouth with zero paid marketing or sales. Over 257,000 shops in 140+ countries actively use our software and altogether fulfil over 60 million orders every MONTH, for which we generate over 1 million order-verified buyer reviews per month.

Most of our 55-person team is working at the headquarters in London (UK) and has customer support staff in London (UK, headquarters), Saigon (Vietnam), Casablanca (Morocco), and Lima (Peru), enabling 24/7 service.

## Responsibilities

██████████ 4 broad areas in which you would be responsible for:

HR: hiring, onboarding, and employee administration

██████████ers: accounting, finance, reporting, and insurance, supported by external tools and

Legal: compliance and legal, supported by Vanta (compliance platform) and external

Events & Office Matters: organising team events, working on employee issues and

██████████, the welfare of employees while optimising costs.

## Skills

██████████  
2-3 years experience in Operations, ideally in a startup environment.

An eye for detail with excellent personal organization & time management skills.

A do-er. Willing to actively take part in the day-to-day.

Willing to learn and take on new challenges that may be outside of your comfort zone.

An optimization mindset, always looking to improve systems and make them more efficient.

Good judgement and ability to understand the bigger picture of the business.

Focus on serving the team, using empathy and strong communication skills.

**More importantly, the right work ethic trumps your level of experience. They want candidates who are hungry to learn new things, will be proactive in making positive changes to the business and can work autonomously with minimal supervision. If that sounds like YOU, please apply.**

**Why is it awesome to work for their company**

Their team is small and you will be able to take ownership of the role and see the significant impact of your work

They are a diversified and international team

Flexible work hours within reason. They care mainly about the quality of your work

Open work environment. Ideas and feedback are welcome and appreciated

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