

JOB DESCRIPTION TEMPLATES

20+ READY-TO-USE TEMPLATES FOR RECRUITERS

JOB TITLE

BRAND MANAGER

Job Description

We are looking for a Brand Manager who is responsible for defining our brand, the analysis of brand awareness and reputation, and the planning and execution of brand marketing campaigns that positively affect how we are perceived in the market. You will join a dynamic and fast-paced environment and you will generate strategies that grow market share and brands' reputation, improve customer experience and drive growth.

Responsibilities

- Take brand ownership and provide the vision, mission, goals and strategies to match up to strategic goals
- Work cross-functionally with different teams to guide and support the development of branding plans to support our business goals
- Consumer and Market Research

Skills and Qualifications

- Experience in advertising and campaigns, can be a combination of company and agency experience
- Strong understanding of consumer marketing and marketing principals
- Comfortable writing all sorts of editorial content including, but not limited to, blog posts, social media and emails
- Exceptional communication skills

INTRODUCTION

You need to hire a rockstar, and you need them yesterday. But before you can interview, offer, or onboard, you have to get past the first hurdle: **The Job Description (JD)**.

For too long, job descriptions have been treated as administrative afterthoughts—a dusty list of requirements copied and pasted from a file last opened three years ago. But in today's talent market, a generic JD is a one-way ticket to being ignored.

Your Job Description is not a wish list; it is a marketing pitch.

So, we created this guide because we know that **starting from scratch is hard**.

Whether you are a founder making your first hire, a recruiter scaling a team rapidly, or a hiring manager looking for a specific specialist, you shouldn't have to reinvent the wheel every time you open a new requisition.

How to Use This Guide

Think of this ebook as your hiring cheat sheet. You can use these templates as they are, or tweak them to fit your unique company voice.

The goal isn't just to fill a vacancy—it's to build a team. And that starts here, with the right words on the page.

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JOB TITLE

INSIDE SALES REPRESENTATIVE

Job Description

We are seeking an ambitious, positive, and energetic Inside Sales Representative with a passion for prospecting and lead management to join our Business Development team. The ideal candidate must be comfortable making a high volume of calls per day, hunting for new business, qualifying prospects and closing sales. The primary measures of success are assigned revenue targets including, validated lead count, validated lead revenue, validated opportunities, and win revenue.

Responsibilities

- Contribute to the development of process, sales playbooks and call guides necessary for the successful deployment of an Inside Sales function
- Actively engage with matrix teams to understand target markets, account assignments, sales goals and key messaging points for each assigned sales project
- Assist in designing and executing outbound campaigns using phone, Email, social networking and CRM
- Familiarity using Salesforce CRM (or a similar CRM platform) for lead management, sales tasking, campaign insights, and opportunity tracking
- Generate a pipeline of sales opportunities through inbound website lead follow-up, outbound sales generated lead campaigns and driving upsell business into the existing base of customers

Skills and Qualifications

- An Undergraduate degree
- 2+ years of inside sales experience (technology industry preferred)
- Experience working with Salesforce.com or similar CRM
- Detail orientation and excellent follow up skills also required
- Genuine commitment to delivering a high level of service to customers
- Passion for sales and the interest to build your career with a fast-growing company

JOB TITLE

STRATEGIC ACCOUNT MANAGER

Job Description

We are looking for a Strategic Account Manager who will be responsible for managing and growing revenue within the assigned territory while minimizing the overall cost of doing business. You will be a key member of a larger support team to ensure our top partners receive superior account management and strategic consulting. The ideal candidate should analyze territory trends, diagnose root cause of performance and create actionable plans for operational improvements.

Responsibilities

- Establish, drive and nurture commerce opportunities; Lead and influence teams presenting strategy and execution path to executive management, structure and manage internal processes.
- Drive revenue within a specified region or list of named accounts
- Drive brand awareness, campaigns, and lead generation via networking, associations, etc.
- Define the territory, opportunities and goals (Input/Output) within the portfolio of accounts.
- Identify key business opportunities for the territory and manage toward a growth plan.
- Implement account management best practices and SOPs into the business development framework

Skills and Qualifications

- 4 year Bachelor's Degree required
- 3-5 years of account management experience working directly with the customers, training, and answering questions, as well as working directly with the outside sales team, vendors, and owners
- Experience using analysis, reporting, modeling, and forecasting to gather data for the purpose of making business decisions
- Ability to work well in a team environment
- Genuine commitment to delivering a high level of service to customers
- Self-driven individual with outstanding integrity and willing to take responsibility for his or her own actions and performance

JOB TITLE

BUSINESS DEVELOPMENT MANAGER

Job Description

We are looking for an analytical, driven and results-oriented Business Development Manager to help lead our partnerships and business forward. The ideal candidate should attract and secure business, as well as, develop relationships and new business opportunities that provide profitable results.

Responsibilities

- Develop and execute a personal strategy to grow long term business, achieve assigned sales goals as well as revenue goals
- Understand the client's business goals, anticipate future needs and help determine ideal solutions
- Lead landscape analysis and relationship building for new partnerships
- Collaborate with relevant stakeholders both internally and externally regarding product strategy, market trend, technology and pricing with the intent of driving business expansion
- Develop strong relationships across the organization, including the business, legal, product, marketing and engineering organizations
- Self- Manage your sales flow through Salesforce CRM
- Produce stellar sales presentations and other collateral

Skills and Qualifications

- A Bachelor's degree in Business, Marketing, Management or related field
- 5+ years of years of experience in a business development role
- Entrepreneurial and excellent at pitching new concepts through impactful business cases that demonstrate meaningful value
- Proven results in partnerships, including negotiating agreements, navigating complex organizations, onboarding partners, and managing/optimizing ongoing relationships
- Understanding of market trends, analytics, customer needs and competitive intelligence data
- Comfortable managing through change and working in a fast-paced environment

JOB TITLE

NATIONAL SALES MANAGER

Job Description

We are looking for an enthusiastic National Sales Manager who will be responsible for leading a team of Account Executives to exceed sales quota and company goals. The National Sales Manager will build and grow a team of National Sales representatives. The ideal candidate is a leader who will coach and develop sales account executives in all areas from prospecting and closing new business.

Responsibilities

- Develop business and sales strategy for the channel that creates exclusive growth programs, drive sales, and meet quarterly performance goals
- Prepare and present quarterly business reviews in order to track progress against goals
- Implement strategic planning, forecasting and ongoing development of sales team
- Coach your team in effective sales strategies, pipeline management, opportunity management and career planning
- Quote, negotiate, and assist sales reps in closing complex transactions through the development of executive-level relationships with key prospects
- Monitor competitive offerings and develop new sales strategies to win in assigned industry markets
- Stay up-to-date with new product launches and ensure sales team members are on board

Skills and Qualifications

- Proven work experience as a senior sales executive
- Experience managing a high performance sales team
- Able to Travel 30-50% of the time
- Strong skill set in contract negotiations
- Ability to work in a rapidly expanding, fast paced environment
- Team work and stellar communication skills

JOB TITLE

HEAD OF SALES

Job Description

We are looking for a Director-level Sales executive to shape our sales organization and scale revenue to the next level. The ideal candidate will be responsible architecting a sales strategy and building out a team of Account Executives and SDR's across enterprise and mid-market sales. The person should be excited by selling into new markets, strategizing next steps, negotiating complex deals and beating the competition in head to head opportunities.

Responsibilities

- Own all plans and strategies for developing business and achieving the company's sales goals
- Assists in the development of the sales plan. Prepares forecasts and KPI reporting for the sales leaders, CRO, and upper management, for use in organizational planning, financial forecasting, budget setting and strategic planning.
- Land and expand: build process and funnel for manual top-down reachout, onboarding, activation, and expansion
- Evangelize the product and personally help close largest deals
- Work collaboratively across teams – including Engineering, Product and Marketing
- Establish the inbound lead requirements needed to meet your sales objectives
- Provide full visibility into the sales pipeline at every stage of development
- Establish and foster partnerships and relationships with key customers both externally and internally

Skills and Qualifications

- 7 years of relevant sales experience including management of SDR and AE functions and a track record of exceeding quota
- Possess extensive knowledge of sales principles and practices, and an ability to coach others on them
- Strong analytical and quantitative skills; ability to use hard data and metrics to back up assumptions, recommendations, and drive actions.
- Proven ability to influence cross-functional teams
- Strength in problem solving, issue-resolution, ability to work in a deadline-driven work environment, attention to detail, and ability to multitask.
- Strong leadership and team building skills

JOB TITLE

DIGITAL MARKETING MANAGER

Job Description

We are looking for a rockstar digital marketing professional to manage strategy and execution of our brand and acquisition campaigns. The ideal candidate is a passionate marketer who has a track record of achieving (and measuring) great results through innovative marketing programs across digital channels. The role includes ownership of key paid advertising channels including display, paid social, SEM/PPC, programmatic, native, email, and more.

Responsibilities

- Deep understanding of programmatic media buying and display marketing
- Experience with paid social media platforms including Facebook, LinkedIn, and Twitter
- Grow and optimize the Search Marketing (PPC) channel, including management of our agency
- Support various campaigns, test and optimize advertising channels including paid digital, retargeting, content syndication, product placement, paid and social
- Keep up to date on latest trends and best practices in digital marketing

Skills and Qualifications

- Bachelor's degree in business, marketing, communications, or relevant field of study.
- Proven experience in planning, delivering, and measuring digital marketing campaigns
- Strong analytical abilities, particularly with respect to experimental design and analysis, e.g. A/B or multivariate testing
- Familiarity with analytics, A/B Testing and attribution tracking tools
- Strong understanding of content strategy, SEO/SEM, and marketing automation
- Proven success managing time and juggling multiple projects in a high growth environment where priorities shift fast

JOB TITLE

EMAIL MARKETING MANAGER

Job Description

We are looking for an analytical email and content marketer to drive customer acquisition and conversion. The ideal candidate will manage, analyze, and optimize our email and CRM campaigns to drive new customer acquisition & retention and continuously monitor KPIs including open rates, CTR, conversion rates, promotion performance, and more.

This is the right environment for someone who can think strategically but also enjoys rolling up their sleeves and getting things done.

Responsibilities

- Drive short and long-term customer engagement, conversion and retention metrics by developing and managing email and content campaigns
- Compile campaign results, provide campaign optimization suggestions, identify best practices and assist in institutionalization of key learnings
- Segment lists based on behaviors like past email engagement, website interactions (content downloads, site page visits, etc.) and demographics
- Partner with content creators and design team to finalize creatives
- Implement new creative demand generation techniques such as direct mail, viral/ social marketing, referral marketing, call blitzes and more
- Daily, weekly, monthly and quarterly KPI tracking and reporting
- Communicating performance and status to various stakeholders

Skills and Qualifications

- 3+ year experience in Email Marketing or social media marketing
- Undergraduate degree required, Marketing, Communications or Sales preferred
- Advanced A/B testing and optimization (campaign based, rather than single email)
- Ability to analyze a range of key performance metrics and synthesize findings into clear trends and actionable recommendations
- Must be able to multi-task to meet deadlines while maintain high quality of work
- Excellent written and verbal communication skills

JOB TITLE

SOCIAL MEDIA MANAGER

Job Description

We are looking for a creative, strategic, and analytical Social Media Marketing Manager that loves storytelling and can focus on expanding and growing our virtual presence by creating and managing content across all of our social media platforms.

The ideal candidate should be an innovator who is eager to learn more about social media tools, supporting teams, customer support, and exploring data for insights.

Responsibilities

- Manage day-to-day reactive and proactive communications on all key social media channels (FB, Twitter, YouTube, Instagram, Snapchat and other niche platforms)
- Create and manage social media plan and budget to make recommendations on how to drive the brand through social within an ever-changing environment
- Be the company advocate in social media, engaging in dialogues and answering questions
- Analyze competitors social content, stories, campaigns, and trends and report on a weekly basis on shifts in the market
- Stay up-to-date on the social media platform landscape both existing platforms and new channels entering the mix
- Report on owned social metrics and campaign data on a recurring basis
- Communicating performance and status to various stakeholders

Skills and Qualifications

- 3+ years of professional experience in Communications, PR, or Social Media
- Strong business acumen, analytical ability and outstanding communications skills
- Deep knowledge of using Facebook, Twitter, Google, LinkedIn, Instagram, Youtube, and other channels to drive leads and increase active followers
- Active profiles on Twitter, Facebook, and other platforms
- Strong verbal and written communication skills, with the ability to present groups of all sizes

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Responsibilities

- Take brand ownership and provide the vision, mission, goals and strategies to match up to strategic goals
- Work cross-functionally with different teams to guide and support the development of branding plans to support our business goals
- Oversee and lead all copy and brand voice work for product, marketing, community /support, editorial, social media, and business development
- Consumer and Market Research
- Translate brand strategy into brand plans, brand positioning and go-to-market awareness building tactics
- Monitor market trends, research consumer markets and competitors- activities to identify opportunities and key issues

Skills and Qualifications

- Experience in advertising and campaigns, can be a combination of company and agency experience
- Strong understanding of consumer marketing and marketing principals
- Comfortable writing all sorts of editorial content including, but not limited to, blog posts, social media and emails
- Exceptional communication skills
- Data driven analytical thinker: ability to drive metrics and benchmarks to ensure continuous improvement in process and results
- Proven success managing time and juggling multiple projects in a high growth environment where priorities shift fast

JOB TITLE

CONTENT MARKETING MANAGER

Job Description

We are seeking a Content Marketing Manager to join our marketing team in building a forward-thinking content program that educates, entertains, and converts our target audiences. The ideal candidate will set the thought leadership agenda in partnership with the management team and build a content strategy and roadmap to own the conversation.

This role offers the opportunity to showcase creative and analytical strength in a highly visible way.

Responsibilities

- Devise content strategy, mapping what is needed for demand generation, sales enablement, and thought leadership purposes
- Collaborate with internal stakeholders to plan content for upcoming campaigns and product rollouts
- Develop and manage agency relationships, including freelancers
- Manage our social media channels. Engage with key influencers in the space and increase our coverage and awareness
- Share campaign recaps with project stakeholders to showcase the impact of content
- Analyze content performance and use data insights to iterate, improve and maximize results

Skills and Qualifications

- Bachelor's degree required
- Proven work experience as a Content manager
- Understanding of SEO principles and being able to create content that resonates with our audience and ranks well
- Superior creative skills with solid copywriting and design experience
- Excellent organizational, written and verbal communication skills
- Ability to prioritize tasks and manage deadlines in a fast-paced environment

JOB TITLE

PRODUCT MARKETING MANAGER

Job Description

We are looking for a Product Marketing Manager to drive product positioning and strategy, manage product launches, and gather customer insights. The ideal candidate will conduct user, market, pricing and competitive research –both qualitative and quantitative—to better understand and evangelize market trends and apply key learning to new initiatives.

Responsibilities

- Develop positioning and messaging that resonates with our core audience
- Drive cross-functional alignment across all stages of the product development and launch process, tracking success metrics accordingly
- Develop deep knowledge of market trends and the competitive landscape to shape marketing and product strategy
- Develop and coordinate training materials and collateral for relevant stakeholders
- Work with Product Management to establish a continuous feedback loop (encompassing market trends, customer needs, and competitive factors) to influence the product development roadmap and create mitigation for product gaps
- Act as the voice of the customer by developing deep customer insights and capturing their story through testimonials, case studies and user videos

Skills and Qualifications

- 3-5 years of product marketing or product management experience
- Exceptional prioritization and project management skills
- Excellent communication skills: Written, verbal, and visual
- Ability to work closely with product, design, PR, engineering, sales, and partnerships teams
- Keen ability to translate complexity into simple, clear and intuitive communication
- Solid understanding of online advertising platforms and related metrics
- Can start multiple initiatives at the same time and energetically pursue them to show continued iterative progress

JOB TITLE

HEAD OF MARKETING

Job Description

We are looking for a Head of Marketing who will drive marketing initiatives across the company and be responsible for guiding and owning crucial functions like corporate branding, product marketing, public relations, email marketing and user acquisition.

This role requires a combination of product understanding, creative/brand thinking, communication skills as well as relevant marketing experience.

Responsibilities

- Develop marketing strategies based on strong analytics (including on costs, conversion, retention, LTV and ROI), set and meet deadlines in a fast paced environment
- Drive research plans to derive customer insights, steer & validate the product roadmap, and stay on top of the competitive landscape
- Be the trusted voice of the customer internally by gathering and surfacing insights that shape our strategy and product development roadmap
- Help develop the marketing launch strategy and deliver on their execution to launch new, exciting products

Skills and Qualifications

- Mandatory enterprise marketing experience
- Deep knowledge of attribution, non traditional marketing channels and multi channel marketing engines
- Deep knowledge of HTML, CSS, Javascript
- Demonstrable skill with Google search console (formerly Google Webmaster tools), Google Tag manager and Google Analytics
- Strong written and oral communication skills
- Motivated self-starter who sets goals, achieves them, and reports on progress without constant supervision

JOB TITLE

GENERAL COUNSEL

Job Description

We are looking for a collaborative, energetic General Counsel with experience supporting sourcing/procurement, inbound business development/joint development, engineering, and complex technology transactions to our team. The ideal candidate will be responsible for managing a broad range of corporate legal matters of the company, will partner with business and legal colleagues to achieve business objectives, and will provide strategic and timely legal advice to our senior management.

This role is a great opportunity for someone with a passion for technology, excellent problem-solving skills and an ability to thrive in a fast-paced, changing environment.

Responsibilities

- Advise product, business development, sales, marketing, engineering, IT, Delight (customer service), and other teams on a full range of issues related to commercial contracting, sales, intellectual property valuations and commercialization, including compliance with US and international laws and platform partners' terms of service
- Be the central point of contact for any new and updated agreements
- Train, mentor, and manage the other amazing and highly effective members of the contracts team
- Structure, draft and negotiate a broad range of agreement
- Set internal governance policies and manage the impact of external factors
- Exhibit deep knowledge of the Company's business and the relevant legal issues

Skills and Qualifications

- 5 + years of professional experience; in-house experience is a plus
- J.D. with membership in at least one state bar
- Extensive contract drafting skills (domestic and international)
- Sound business judgment and ability to assess and tolerate legal risk
- Strong organizational skills and ability to work in an extremely fast-paced and complex environment
- Outstanding interpersonal skills and the ability to coordinate effectively and gain trust and confidence with personnel at many different levels

JOB TITLE

FRONT OFFICE MANAGER JOB

Job Description

We are looking for a Front Office Manager who will be the first point of contact and should convey the professional image of the company to the public.

The individual in this position will have multiple levels of responsibilities between facilities, management and any departments that may need support. An understanding of the Company culture is essential in this role and is exhibited through several actions of this position.

The Front Office Manager will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities.

Responsibilities

- Schedule meetings and appointments
- Organize the office layout and order stationery and equipment
- Maintain the office condition and arrange necessary repairs
- Partner with HR to update and maintain office policies as necessary
- Organize office operations and procedures
- Coordinate with IT department on all office equipment
- Ensure that all items are invoiced and paid on time
- Manage contract and price negotiations with office vendors, service providers and office lease
- Provide general support to visitors
- Assist in the onboarding process for new hires
- Address employees queries regarding office management issues (e.g. stationery, Hardware and travel arrangements)
- Liaise with facility management vendors, including cleaning, catering and security services
- Other tasks as requested by management

Skills and Qualifications

- Proven experience as an Office manager, Front office manager or Administrative assistant
- Knowledge of office administrator responsibilities, systems and procedures
- Proficiency in MS Office (MS Excel and MS Outlook, in particular)
- Experience with accounting systems (Quickbooks experience a plus)
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements
- Associate degree required (B.A. or B.S. preferred)

JOB TITLE

OFFICE COORDINATOR

Job Description

We are looking for a full-time, highly organized, energetic Office Coordinator to support our growing team's needs. The ideal candidate will have a strong grasp of computer software and technology, but also enjoy interfacing with employees and vendors.

Successful candidate will have the ability to see and meet the needs of the team, work in a professional manner, and have the ability to multi-task between several projects with changing priorities while maintaining a cheerful and fun attitude.

Responsibilities

- Greet visitors, handle incoming phone calls, receive and sort mail, handle package shipment and delivery
- Manage vendors, food deliveries and take ownership of sourcing various office resources (must have own vehicle)
- Coordinate on-boarding of new employees including workstation setup and benefits orientation
- Support all office functions to keep things running smoothly in a fast-paced environment
- Maintain records, ensure filing systems are securely kept current and accurate
- Ensure office efficiency by anticipating and providing needed supplies, and identifying other necessary duties for productive operation
- Handle equipment procurement and inventory, equipment setup
- Assist with ad hoc projects and general administrative duties

Skills and Qualifications

- BA/BS degree
- Strong organizational skills, detail-oriented, and the ability to handle multiple priorities in a fluid startup environment
- Proficiency in MS Office (MS Excel and MS Outlook, in particular)
- Desire to contribute to our reputation, growth, culture and success
- Magnetic personality, a sense of humor and ability to adapt to change
- Experience providing administrative or front desk support in a startup environment is a plus

JOB TITLE

PROGRAM COORDINATOR

Job Description

We are looking for a competent Program Coordinator to undertake a variety of administrative and program management tasks. The ideal candidate should be a proactive individual with self-motivation who can both run with identified responsibilities but also raise their hand when direction is unclear.

We are looking for someone who is eager to learn, quick to solve problems, detail-oriented and organized to the extreme. No two days are alike in our office, so being flexible in supporting evolving programs will be key to success in this role.

Responsibilities

- Direct support for team members on multiple programs
- Anticipate and remove obstacles that prevent project teams from executing against plan
- Ensure implementation of policies and practices
- Maintain budget and track expenditures/transactions
- Collaborate across many cross functional areas depending on the program scope including, customer support, customer success, engineering, product management, marketing and sales.
- Schedule and organize meetings/events and maintain agenda
- Champion and reinforce good program management best practices

Skills and Qualifications

- Microsoft Office skills required – Excel, PowerPoint, etc.
- 4 year college degree preferred
- 1-2 years of program or project management preferred
- Must be detail oriented
- Strong written, communication and presentation skills
- Consistently reliable
- Strong attention to detail/follow through
- Ability to prioritize
- Works well with all departments and disseminates information quickly and with respect to others' workload
- Ability to manage budgets and understand financial processes

JOB TITLE

EXECUTIVE ASSISTANT

Job Description

We are looking for an experienced Executive Assistant to collaborate with and provide support to our leadership team. The ideal candidate will be a tech-savvy, proactive, and meticulously organized problem solver who can flourish in a fast-paced, deadline driven environment. This role requires someone with a commitment to excellence and the ability to work well with others to ensure the success of the organization as a whole.

Responsibilities

- As the gatekeeper, manage complex calendars and schedule internal and external meetings for our leadership team while being able to anticipate conflicts and solve scheduling issues with ease
- Review, update, and manage schedule with prioritization. Manage attendees, agenda, and logistics of all recurring meetings
- Facilitate communication between appropriate departments while handling confidential and non-routine information
- Establish direct internal and external relationships with key company influencers
- Conserve team's time by reading, researching, and routing correspondences
- Provide support for the personal administrative needs as needed
- Proactively provide input for ways to improve structures and efficiencies

Skills and Qualifications

- 3+ years experience supporting a C-level executive and their team
- Strategic and proactive ability to identify and resolve problems in a timely manner and with minimal direction
- Ability to perform duties with a high level of confidentiality and discretion and can be trusted with sensitive information
- Excellent interpersonal skills and can work well with different personalities in the organization
- Superior written and verbal communication skills
- Hyper organized and conscientious
- Strong sense of urgency and can work longer hours

JOB TITLE

BUSINESS PROCESS CONSULTANT

Job Description

We are looking for a Business Process Consultant to analyze and design business processes in collaboration with stakeholders and subject matter experts for both Sales and Marketing organizations.

We are looking for someone who can hit the ground running in this role to reduce process complexity, increase process efficiency, increase process effectiveness, and enable speed of operational processes.

Responsibilities

- Utilize financial measures and analysis of operational impacts to evaluate the cost and benefits of current processes and identification of potential areas for improvement
- Data gathering – financial and non-financial, qualitative and quantitative; interviewing skills, good observation skills
- Data analysis – financial and non-financial, qualitative and quantitative
- Assist with the analysis and preparation of recommendations that will drive greater productivity, reduce waste, or eliminate duplication
- Work with operational team members to understand processes, root causes and outcomes. Create metrics and audit processes to ensure established goals are met and process improvements are sustained
- Organize and facilitate meetings with department-specific BPI teams (those focused on incremental improvements) in order to share ideas, discuss opportunities and provide support
- Partner with business leaders to maintain ongoing communication regarding improvement opportunities
- Gather benchmarking data. Coordinates responses to benchmarking surveys
- Organize and communicate data in a manner that conveys a succinct and compelling concept
- Plan, manage, and execute small to medium size process improvement initiatives

Skills and Qualifications

- Requires a 4-year college degree. Advanced degree preferred
- Process Certifications (Six Sigma, BPM, ITIL or equivalent) a plus
- Experience developing the voice of the customer including measuring the customer experience, and experience working with customer experience processes preferred
- Experience working in a team environment; preferably in a professional environment
- Applicable work experience in a consulting, finance / accounting, IT/operations or contact center environment
- Excellent communication skills including research, writing, and presentation skills
- Ability to form and maintain cross-functional relationships

JOB TITLE

OPERATIONS MANAGER

Job Description

We are looking for a talented Operations Manager to oversee the day-to-day flow of the company and ensure the growth of the company. This person will be integral in areas of priority for our growth trajectory, and will report directly to our Chief Operations Officer on special projects across our organization.

We are seeking an analytical, creative, detail-oriented and business-minded person to join our Operations Department.

Responsibilities

- Work with COO and operations team to develop the company's operational strategies, plans and programs to achieve annual and long term revenue goals
- Review contract terms and collaborate with outsourced legal, when necessary
- Establish best practices and processes that help business scale and bring more efficiency
- Help teams and organization to adopt new processes
- Make sure that daily business operations function smoothly
- Oversee general operational support across key business functions

Skills and Qualifications

- BS degree in operations management or related field
- 3+ years of experience delivering solutions in business, operations and technology
- Experience reviewing and marking up complex contracts
- Excellent data analysis and negotiation skills
- Impeccable attention to detail
- Budget development and oversight experience

JOB TITLE

RECRUITER

Job Description

We are looking for a recruiter who will be responsible for defining and executing the talent acquisition strategy for a variety of roles in our company. We are looking for someone who can start moving quickly by prioritizing difficult searches, and with experience setting lofty goals with informed and clear metrics. Goal is to strategically yet rapidly grow a world-class team.

Responsibilities

- Champion the end-to-end recruiting strategy for full-time and part-time hires
- Manage full-cycle recruiting process for our Business organization ensuring a seamless, uniform and incredibly positive candidate experience
- Create and develop a strong network of potential candidates with an active presence in the market and a deep research-orientated understanding of the industry
- Source candidates from relevant networks, online and internal databases, employee referrals and passive candidates through networking and research
- Create job descriptions, role profiles, and offer packages based on the position and company requirements
- Forecast formal hiring plan, including clear results, timelines, and tracking
- Co-ordinate with hiring managers and interviewers to manage recruitment process

Skills and Qualifications

- Experience of in-house and/or top-tier agency recruiting experience
- Operates with an incredible sense of urgency while not compromising on attention to detail
- Networking and mingling with people come naturally to you
- Excellent team player while also being a self-starter
- Impeccable written and verbal communication skills
- Experience sourcing candidates through multiple channels (web/social/professional networks, etc.)
- Familiarity with ATS is preferred

JOB TITLE

HR GENERALIST

Job Description

We are looking for a HR generalist to help us bring in and develop talent in our team. The HR department will depend on your assistance in a number of important functions such as staffing, compensation and benefits, and training and development.

You'll be a champion of our culture and values, partnering with our business leaders to help us build our organization.

Responsibilities

- Employee relations contact to assist employees and managers in resolving issues and grievances
- Assess employee development needs, make recommendations, and implement appropriate solutions
- Oversee the performance cycle and the engagement survey
- Provide guidance and input on workforce planning, succession planning, compensation, benchmarking, etc
- Use data to inform and guide decisions and policies

Skills and Qualifications

- Experience in HR business partner / employer relations capacity
- Good judgment, and skills; strong communication and influence skills are required
- Familiarity with high-performing HR systems and have the ability to successfully implement and support in an ongoing capacity
- Strong understanding of HR programs including compensation, performance management, and leadership development
- Bachelor's degree required; Master's degree preferred

JOB TITLE

VP HUMAN RESOURCES

Job Description

We are looking for a VP – Human Resources to lead a team that drives Human Resources programs, practices, processes and policy. The ideal candidate will have a huge impact on our organization, including organizational development, employee relations, employee engagement and satisfaction, performance management, and compensation analysis. This role serves as the primary evangelist of our culture, working directly with our most important asset, our employees.

Responsibilities

- Develop and deliver a comprehensive Human Resources strategy that integrates and closely aligns with the business strategy
- Continually strives to improve all HR processes and programs, and identify and implement new ones, including career development, employee benefits, and other processes
- Work with our HRM's to organize and manage all employee data, files and information in ways that are relevant, easy to manage, and compliant
- Engage and influence senior management to support and implement HR initiatives across the organization including Total Rewards
- Responsible for investigating, monitoring, and resolving complex employee situations from origin to conclusion while minimizing organizational risk

Skills and Qualifications

- Bachelor's degree in Human Resources, Business, Organizational Development or related field
- 10+ years' experience in HR function(s) with strong working knowledge of all key functional areas such as recruiting, employee relations, compensation, and benefits
- Expert in state, federal and international employments regulations
- An excellent connector who collaborates, problem solves, and can help celebrate wins while learning from mistakes and always keeping the team in mind
- A solid track record of influencing senior business leaders while demonstrating excellent decision quality
- Demonstrated process capabilities and metrics-driven

JOB TITLE

UI/UX DESIGNER

Job Description

We are looking for a creative UI/UX Designer, with a passion for building delightful product experiences. An ideal candidate should be eager to think in terms of end-to-end UI design, apply strategic thinking and business goals to designs, focus on user feedback, and understand the relation of visual design to the interaction.

Responsibilities

- Participate in the product definition process with the Product Manager, Engineering Manager and User Research. Drive the clarification of the user tasks and objectives
- Develop user experience design concepts, wireframes, mockups, prototypes, usage scenarios, task analysis, specifications, and other UX design deliverables
- Work with User Research to craft user testing prototypes and protocols in support of ongoing user testing
- Develop knowledge of competitive and complementary products and help bring new ideas to the team
- Be willing to learn current design patterns and guidelines for both mobile and web and learn to create a coherent cross device experience

Skills and Qualifications

- A minimum of 2 years of professional experience in a design lead/management role
- Strategic thinker, able to design and coordinate member growth and leading campaigns for a broad range of digital mediums
- Expert knowledge and experience with Adobe CC suite
- Strong knowledge and experience with front-end development (e.g., HTML5, CSS, JavaScript) and ability to prototype
- Experienced in developing assets for pre-press, printing and other digital technologies
- Deep understanding of process standardization and optimization for creative design
- Possess thorough understanding of emerging trends, standards and best practices in digital design
- Must be detail oriented with strong organization skills and ability to work efficiently and effectively
- Bachelor's degree from an accredited university in a relevant field of study (e.g., Graphic Design) or comparable work experience

JOB TITLE

GRAPHIC DESIGNER

Job Description

We are looking for a creative graphic designer who understands our industry and advertising trends. We are looking for passionate designers who want to help define and build our brand. We'll know you're the perfect fit because your portfolio will be overflowing with examples of impeccable design skills.

Responsibilities

- Creative and graphic design of collateral, concepts, and experimental projects
- Collaborate with cross-functional teams such as our product, marketing, community and experience teams to produce elegant design solutions
- Knowledge of traditional and new marketing principles
- Well-developed storytelling skills, with proven ability to craft action-inspiring narrative
- Exceptional visual aesthetic, coupled with a deep understanding of the creative process and how to effectively employ it
- Brand-oriented, strategic thinker with an inherent desire to connect your work to objective business goals

Skills and Qualifications

- 2-5 years of professional design experience
- Strong sense of typography, conceptual thinking and attention to detail
- Ability to prioritize and manage work to adhere to critical project timelines in a fast-paced environment
- Solid understanding of, or desire to learn, user-centered design principles and interaction design patterns related to web and mobile design
- Must have a strong portfolio featuring examples of graphic, visual or interaction design work
- A degree in Graphic Design or related field, or equivalent combination of education and experience
- Experience with marketing, video production, or infographics is a plus

JOB TITLE

BACKEND DEVELOPER

Job Description

We are looking for an experienced back-end developer who is passionate about building products that customers love. You will join a dynamic and fast-paced environment and work with cross-functional teams to design, build and roll out products that deliver the company's vision and strategy.

Responsibilities

- Develop features from proposal to polished end result
- Support and collaborate with our service engineers in getting to the bottom of issues and come up with robust solutions
- Manage and review code contributed by the rest of the team and work with them to get it ready for production
- Create and maintain documentation around features and configuration to save our users time
- Take initiative in improving the software in small or large ways to address pain points in your own experience as a developer
- Keep code easy to maintain and keep it easy for others to contribute

Skills and Qualifications

- BS, MS, and/or PhD degree in computer science, math or a related technical field
- Experience with one or more general purpose programming languages, including but not limited to: Java, PHP, C/C++, C#, Objective C, Python, Golang
- A solid understanding of software construction
- The ability to naturally follow good development practices like test automation, CI/CD, source version control, etc
- You enjoy technical challenges and are eager to explore new technologies
- An awareness of the following technologies: MySQL, Redis, Memcached, xDocker, Kafka, Git, Jenkins

JOB TITLE

FRONTEND DEVELOPER

Job Description

We are looking for a Front End Developer who is passionate about usability, interaction, accessibility, and technology. They should excel at working with multidisciplinary teams to develop great user experiences. The ideal candidate will work with designers, software developers, product managers, and business owners to develop the next generation of our web-based products and services. They also help evaluate and continuously improve our existing systems.

Responsibilities

- Translate wireframes and sketches into working prototypes to highly-visible end user-facing features
- Design and develop large scale web applications
- Build and maintain front-end libraries and frameworks
- Participate in user-centered research through client focus groups, interviews, usage analysis, and rapid prototyping
- Debug and troubleshoot layout and scripting issues across a variety of browsers including IE 7+, Firefox, Safari, and Chrome
- Work with back-end developers to integrate front-end and back-end code, ensuring design integrity

Skills and Qualifications

- BS, MS, and/or PhD degree in computer science, math or a related technical field
- Demonstrated experience of shipping high-quality product features on schedule
- Intelligent. Highly adaptable. Rapid learner.
- Expertise in Javascript, HTML, CSS, and experience with libraries like SASS, LESS
- Knowledge of Javascript frameworks like React, Angular, Backbone
- Experience with Node.js, Grunt, Gulp, or other server-side Javascript technologies and tools
- Familiarity with principles of good user experience

JOB TITLE

DATABASE ENGINEER

Job Description

We are looking for a Database Administrator to join our top performing team. As the Database Administrator you'll be responsible for working directly with the Engineering, Data and Platform teams to design, implement and maintain the data systems which support our product with a large user base.

Responsibilities

- Administer and maintain database security, integrity, and optimization
- Develop and run periodic and requested reports
- Develop new databases and applications
- Identify and resolve performance and capacity issues
- Establish and maintain backup and recovery processes
- Maintain associated non-referential data
- Manage user rights and permissions

Skills and Qualifications

- BS, MS, and/or PhD degree in computer science, math or a related technical field
- Thorough understanding of database performance monitoring and analysis tools
- Expertise in database server specification, performance tuning, analysis and optimization
- Experience with AWS/GCP/Azure desired
- Strong Experience in database disaster recovery planning and recovery
- Demonstrated ability to solve complex database administration problems
- Ability to work with database developers, engineers, and different operations and applications engineering teams to help them to identify, analyze, and resolve database performance issues
- Experience with MySQL, Cassandra, Postgres and/or MongoDB desired
- Team-player, flexible and able to work in a fast-paced environment

JOB TITLE

FULL STACK DEVELOPER

Job Description

We are looking for Full Stack Engineer who can turn ideas into extremely reliable, beautifully written code that other people – or you, six months into the future – will find easy to comprehend and modify. You have mastered more than one technology stack in your life, and you are comfortable with the idea of mastering several more. You're competent at high levels and low levels. Technology is a means and not the ends for you, and you don't flinch at the idea of migrating legacy OOP systems to Functional while focusing on zero downtime.

Responsibilities

- Work closely with us as we build additional features, functionality and applications to continue our impressive growth
- Develop visioning skills and ability to see the big picture
- Implement and contribute to engineering practices and processes
- Help your team decide what technologies to use. Every engineer is able to propose better ways to do things

Skills and Qualifications

- BS, MS, and/or PhD degree in computer science, math or a related technical field
- Experience of full stack web development, JavaScript, HTML5, CSS3 and Python. DevOps knowledge is a plus
- Ability to clearly communicate technical issues to laymen and to translate their feedback
- An inclination to contribute to the creative process
- A devotion to delivering the best possible user experience
- Technology expertise with insights about technology trends and solutions
- Team-player, flexible and able to work in a fast-paced environment
- Experience with MySQL, Cassandra, Postgres and/or MongoDB desired
- Team-player, flexible and able to work in a fast-paced environment

JOB TITLE

SYSTEM ANALYST

Job Description

We are looking for a System Analyst who can solve organizational information problems and requirements by analyzing requirements; designing computer programs; recommending system controls and protocols.

As a system analyst, you will be joining a team of engineers and developers who are passionate about new IT systems, software development and different programming languages.

Responsibilities

- Identify gaps in current systems and identify requirements
- Partner with internal teams to support new products or functionality post launch
- Work with developers, business and accounting staff to resolve open issues, identify processes improvements and track progress to completion
- Train users on the new operation systems and provide support
- Track open issues and research requests, providing regular status to management

Skills and Qualifications

- BS or MS in computer science, math, electrical engineering or a related technical field
- Experience as System Analyst will be preferred
- Familiarity with programming languages
- Strong analytical skills with excellent problem solving abilities
- Ability to present information and analysis clearly and concisely
- Data driven and sets clear, measurable quality goals

JOB TITLE

MOBILE QA ENGINEER

Job Description

We are looking for a Mobile QA Engineer. An ideal candidate should naturally have a keen eye for pixel misalignment and other fine visual details is a must.

Responsibilities

- Design and develop automated UI tests with XCUI, Espresso, KIF, etc
- Write test frameworks for our API and mobile app performance
- Provide qualitative and quantitative feedback to the Engineering, Creative, and other teams throughout feature development
- Suggest new processes and policies that Engineering and QA can implement to ensure we're only shipping the best possible product

Skills and Qualifications

- A background in mobile app development, and strong programming fundamentals.
- Experience providing QA for mobile, web, and back-end services—especially ones as design-oriented as Tumblr.
- Experience conducting usability tests, and an ability to empathize with users' unique perspectives.
- Familiarity with Espresso, XCUI, or KIF.
- A practiced eye for pixel misalignments, margin errors, and other visual details
- Someone capable of writing and executing manual tests for mobile apps.
- A self-starter who assumes responsibility for their work, accepts direction and feedback from co-workers and managers, and happily helps make anyone's good idea a reality

JOB TITLE

DEVOPS ENGINEER

Job Description

We are looking for a DevOps Engineer/Network Administrator with a passion to maintain, configure and operate complex high performance networks.

Primary objective is to identify optimal networking and communications solutions that deliver long term capabilities, capacity, reliability and resiliency for the business units and clients to successfully maintain and grow their business operations.

Responsibilities

- Research and recommend innovative, and where possible automated approaches for network administration tasks
- Maintain device configurations and backups
- Maintain and operate all network monitoring tools
- Apply patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure / add new services as necessary
- Provide and create scheduled network reports
- Generate network packet captures and provide detailed capture analysis
- Support Applications by troubleshooting IP connectivity and network performance

Skills and Qualifications

- BS, MS, and/or PhD degree in computer science, math or a related technical field
- Strong understanding of IT networking, routing/switching technologies, security best practices, and demonstrated ability to analyze, design, and implement sustainable policies and procedures
- Demonstrate the ability to handle many issues, items and functions at one time and deal rapidly with multiple items in prioritized sequence
- Knowledge of anti-malware and endpoint security controls

JOB TITLE

APPLICATION DEVELOPER

Job Description

We are looking for an Application Developer to design, construction, and maintenance of mission-critical, highly visible applications in direct support of our business objectives. The ideal candidate must be able to provide development expertise within his/her portfolio of products and be the point of contact for specific applications.

The person will be responsible for working with the leads to develop the technical design by fully understanding the technical details, integration, and functions of multiple applications across their development team.

Responsibilities

- Work with engineering management to scope and plan engineering efforts
- Participate in the system specification review process to ensure system requirements can be translated into software design
- Develop high-level product specifications with attention to system integration and feasibility
- Analyze and refine requirements with Product Management
- Provide technical guidance and influence in other areas of the Engineering (e.g. DevOps and Test Engineering)
- Communicate the vision of the product to external entities
- Drive execution on said long term plan taking into account performance, scalability and usability of your solutions

Skills and Qualifications

- Bachelor's Degree or Masters in Computer Science or equivalent experience
- Solid computer science fundamentals (algorithms, data structures, etc.)
- Advanced knowledge of software development and relevant development technology skills
- Possesses and applies a comprehensive knowledge of applications programming and analysis and the impact of the solutions on the business and IT functions
- Ability to program in at least one programming language such as C#, Java (J2EE) etc

JOB TITLE

SOFTWARE ENGINEER

Job Description

We are looking for Software Engineers who are passionate about their craft and excited to build software for our unique solutions in the space. With your technical expertise you will manage individual projects priorities, deadlines and deliverables. You design, develop, test, deploy, maintain, and enhance software solutions.

We are looking for self motivated and intelligent individuals who take the initiative, are strong CS fundamentals and who are skilled collaborators but can also work independently.

Responsibilities

- Exceptional ability to work anywhere in the technical stack, delivering quality code both on the frontend and backend
- Exceptional proficiency using HTML/CSS/Javascript. Experience with ReactJS is a plus
- Fluency in any backend server language, and expertise in relational databases and schema design
- Ability to leverage and integrate with third party APIs
- Advanced analytical thinking; experienced with making product decisions based on data and A/B testing
- Demonstrated design and UX sensibilities
- Exposure to architectural patterns of a large, high-scale web application
- Interest in working in a very cross-functional team that touches many of the core systems and user flows
- Exposure to architectural patterns of a large, high-scale web application
- Interest in working in a very cross-functional team that touches many of the core systems and user flows at Airbnb

Skills and Qualifications

- Exceptional ability to work anywhere in the technical stack, delivering quality code both on the frontend and backend
- Exceptional proficiency using HTML/CSS/Javascript. Experience with React is a plus
- Fluency in any backend server language, and expertise in relational databases and schema design
- Ability to leverage and integrate with third party APIs
- Advanced analytical thinking; experienced with making product decisions based on data and A/B testing
- Demonstrated design and UX sensibilities

JOB TITLE

ANDROID DEVELOPER

Job Description

We are looking for optimistic and collaborative Android Developer to roll up their sleeves and join our mobile team. Ideal candidate should have Android software development skills, strong interest in all things mobile, and a passion for delivering high quality, rock-solid apps.

Goal is to create a world class android app which our users love.

Responsibilities

- Collaborate with a small, autonomous team of developers, designers, and product owners to find end-to-end solutions to important problems
- Implement these solutions for our Android client, adhering to Android development best practices
- Help your team solve problems in a way that makes sense for Android users and our codebase
- Join other developers and help to shape the direction of Android development at our company
- Insist on a consistent and responsive user experience for every one of our users
- Continue to learn, grow, and help us tackle brand new challenges

Skills and Qualifications

- Understanding of latest in Android development
- Know how to write readable, maintainable, performant object-oriented Java
- Experienced with Android development tools
- Released at least one app or have a project in the works that you can tell us about
- Have at least 1-2 years of professional experience
- Eagerness to embrace scalability, reliability, and performance challenges

JOB TITLE

IOS DEVELOPER

Job Description

We are looking for talented and motivated iOS engineers to join our team. The ideal candidate should hit the ground running and take our product to the next level, as we scale up and develop our business in our target markets.

Responsibilities

- Work within our product teams to build new exciting features
- Implement pixel perfect designs with advanced animations
- Improve our code base through continuous refactoring
- Solve challenging real-time data transfer and synchronization problems
- Extend and implement our APIs
- Implement unit tests
- Keep up to date with the state-of-the-art of iOS development

Skills and Qualifications

- You've shipped one or more products to the App Store (include links for review)
- Solid understanding of the benefits and challenges of building in the iOS ecosystem
- Self-motivated: proficient with modern design patterns and best engineering practices for iOS (your primary language is Objective-C and you've coded in Swift)
- Excellent critical thinking, problem solving, team player and communication skills

JOB TITLE

DATA ANALYST

Job Description

We are looking for Data Scientists with deep expertise in statistics, machine learning, optimization, and/or building data products. An ideal candidate should be able to apply innovative Machine Learning techniques to real-world problems.

We love data scientists who are motivated not only by researching new solutions, but by owning the problem end to end. There is tremendous opportunity in front of us, and joining now gives you a chance to grow your career and interests as we succeed.

Responsibilities

- Use machine learning, data mining and statistical techniques to create new, scalable solutions for business problems
- Analyze and extract relevant information from business data to help automate and optimize key processes
- Design, develop and evaluate highly innovative models for predictive learning
- Establish scalable, efficient, automated processes for large scale data analyses, model development, model validation and model implementation
- Research and implement novel machine learning and statistical approaches

Skills and Qualifications

- M.S. or equivalent experience in Computer Science, Engineering, Statistics, or other relevant technical field
- Expert knowledge of probability and statistics, including experimental design, predictive modeling, optimization, and causal inference
- Extensive experience with data tools – Python (Pandas, scipy, numpy, scikitlearn etc), R, SQL, Octave
- Ability to approach questions with a scientific rigor, but can execute pragmatically – the simplest solution may be the best at times
- A strong communicator. Explaining complex technical concepts to product managers, support, and other engineers is no problem for you

JOB TITLE

MOBILE QA ENGINEER

Job Description

We are looking for a Mobile QA Engineer. An ideal candidate should naturally have a keen eye for pixel misalignment and other fine visual details is a must.

Responsibilities

- Design and develop automated UI tests with XCUI, Espresso, KIF, etc
- Write test frameworks for our API and mobile app performance
- Provide qualitative and quantitative feedback to the Engineering, Creative, and other teams throughout feature development
- Suggest new processes and policies that Engineering and QA can implement to ensure we're only shipping the best possible product

Skills and Qualifications

- A background in mobile app development, and strong programming fundamentals.
- Experience providing QA for mobile, web, and back-end services—especially ones as design-oriented as Tumblr.
- Experience conducting usability tests, and an ability to empathize with users' unique perspectives.
- Familiarity with Espresso, XCUI, or KIF.
- A practiced eye for pixel misalignments, margin errors, and other visual details
- Someone capable of writing and executing manual tests for mobile apps.
- A self-starter who assumes responsibility for their work, accepts direction and feedback from co-workers and managers, and happily helps make anyone's good idea a reality

JOB TITLE

PRODUCT MANAGER

Job Description

We are looking for a Product Manager to partner with engineers and designers to develop great solutions for our users. The ideal Product Manager obsessively seeks to understand the customer's perspective, is data-driven, has a bias toward action, and can break down complex problems into steps that drive product development.

We are looking for entrepreneurial and passionate people who can innovate and execute across a rapidly growing, fast paced company and industry.

Responsibilities

- Work with other platform and product owners to drive company-wide initiatives
- Coordinate beta programs, recruit beta users, publish releases, gather and synthesize feedback
- Define and coordinate the creation and analyze the results of A/B tests
- Create wireframes, PRDs and other illustrations to convey feature ideas and gather feedback
- Communicate product roadmap and release schedules to stakeholders
- Research technical and product trends and identify new product directions, features and technical integration opportunities
- Define, monitor and react to key product metrics
- Manage product teams including running product meeting, maintaining product specs and backlog, coordinating design, development and QA activities.

Skills and Qualifications

- BA/BS in Computer Science or a related technical field or equivalent practical experience
- Product management or product design experience
- Experience developing Internet products and technologies
- Entrepreneurial drive and demonstrated ability to achieve stretch goals in an innovative and fast paced environment
- Excellent problem-solving, organizational and analytical skills

JOB TITLE

FINANCIAL MANAGER

Job Description

We are looking for a Financial Manager who can make reasonable assumptions based on their expertise, experience, and accumulated past data. Financial Manager should prepare detailed analyses of both business problems and opportunities.

The reports will be ultimately used to assist company's senior management in making the major decisions that determine the company's financial success.

Responsibilities

- Provide credibility for collecting, analyzing, and presenting financial information used to help company management make sound business decisions
- Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance
- Provide detailed financial statements for different divisions within the company
- Hire, train, motivate, and encourage the work of staff members, increasing productivity
- Organize and accurately assign responsibilities, gauging the skills of staff members
- Analyze the financial impact of a potential expansion or business acquisition
- Budget preparation by identifying all costs associated with projects or divisions
- Help strike the balance between what expenses can be reduced without lowering profits
- Provide credibility for P&L reporting
- Be an advisor on issues involving taxes, risk and cost management, financial planning, and forecasting
- Deal with financial strategies set forth by the organization
- Provide credibility for proper financial planning, control, and decision making

Skills and Qualifications

- Proven experience as a Financial Manager
- Experience in the financial sector with previous possible roles such as financial analyst
- Extensive understanding of financial trends both within the company and general market patterns
- Proficient user of finance software
- Strong interpersonal, communication and presentation skills
- Able to manage, guide and lead employees to ensure appropriate financial processes are being used
- A solid understanding of financial statistics and accounting principles
- Working knowledge of all statutory legislation and regulations
- BS/MA degree in Finance, Accounting or Economics
- Professional qualification such as CFA/CPA or similar will be considered a plus

JOB TITLE

FINANCE DIRECTOR

Job Description

We're looking for a passionate Director of Finance to support a wide range of corporate accounting and finance activities in a fast-paced technology company.

The successful candidate will be a hands-on and participative manager and will lead and develop an internal team to support the following areas: financial reporting, business planning and budgeting.

The Director of Finance will play a critical role in partnering with the senior leadership team and key stakeholders in strategic decision making and financial planning as we continue to grow and scale our operations.

Responsibilities

- Play a key role on the company's Leadership Team assisting in strategy development, financial planning and other duties to support the growth and success of Limeade
- Prepare, analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements to key stakeholders
- Coordinate and lead the annual audit, 409A, and tax return processes, liaise with external service providers and the finance committee of the board of directors; assess any changes necessary
- Prepare and maintain company financial model used to forecast future company financial performance
- Manage organizational cash flow and forecasting
- Implement a robust contracts management and financial management/ reporting system; ensure billing and collection schedule is adhered to and report financial data and cash flow to senior leadership
- Update and implement all necessary business policies and accounting practices; enhance the finance department's overall policy and procedure manual
- Being a financial partner to a wide array of departments including sales, operations, product development, HR and marketing
- Lead, inspire and manage high-performing team

Skills and Qualifications

- 10 + years of relevant finance experience, with a balance of public practice experience at reputable audit firm as well as experience in industry
- Experience in building and managing teams
- P&L management and/or analysis experience
- Strong track record of managing deliverables from multiple parties to meet challenging deadlines
- Customer service oriented, with a commitment to professionalism and teamwork
- Sound and practical business judgment and decision-making skills
- Excellent interpersonal skills, including written and oral communication skills
- Passionate about developing people and creating an engaged team culture
- Unassailable integrity and ethics

JOB TITLE

FINANCIAL CONTROLLER

Job Description

We are looking for a Financial Controller who will manage and improve all aspects of our financial operations. This role will carry direct P&L responsibility, and require the individual to have a strong working knowledge of accounting principles, corporate finance, and general business management.

This position requires excellent communication, an ability to think critically and creatively, an attention to detail and a team-oriented attitude.

Responsibilities

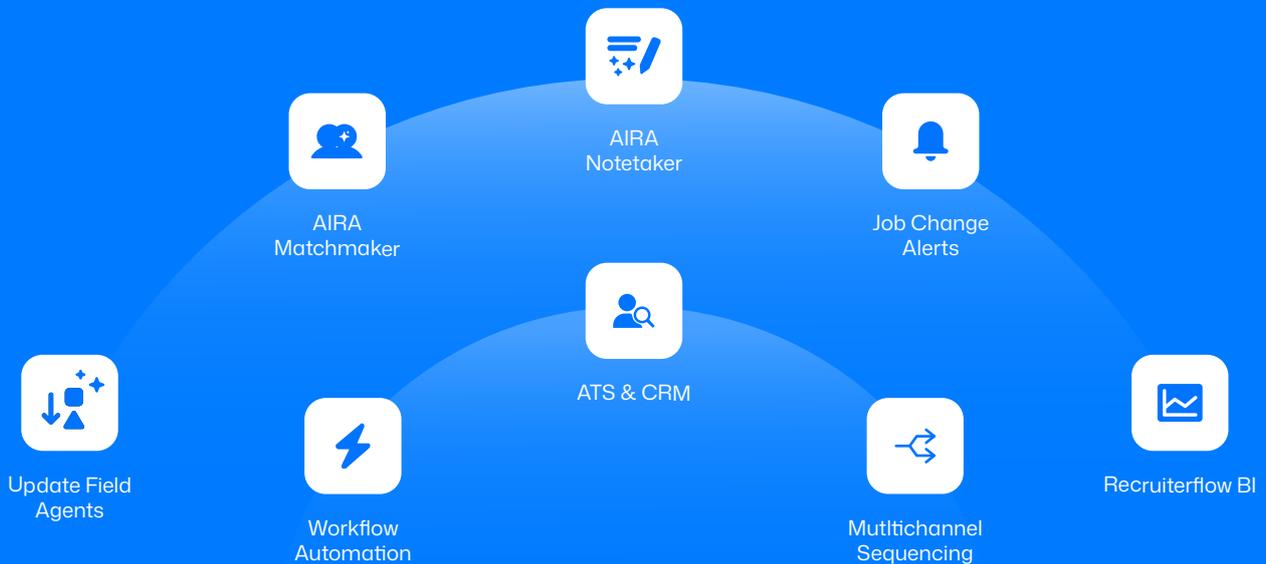
- Producing accurate, timely GAAP-compliant income statements, balance sheets, and statements of cash flow on a monthly basis
- Oversee and coordinate all financial activities and personnel
- Create forward-looking financial projections
-
- Facilitate efficient financial operations and controls, including but not limited to the areas of A/P, A/R, vendor payments, payroll expenses, cash management, income recognition, and month-end closeouts
- Serve as primary contact for external bookkeepers and accountants

Skills and Qualifications

- At least 3 years of experience at an accounting firm
- Licensed, active and practicing CPA
- Experience working with and producing GAAP-compliant financial statements
- Accounting discipline, coupled with an entrepreneurial drive
- Quick learner and critical thinker who can re-assess new strategies and opportunities while learning about the new industries we expand into



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