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Operations Director - Startup Incubator - #2205

Bekasi, West Java, Indonesia · 1 day ago · 46 applicants

- Remote Full-time Director
- [Skills: Project Management Software, Communication, +8 more](#)
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About the job

We're searching for an exceptionally organized, highly motivated, and career-driven Operations Director to lead operations in a fast-paced startup incubator. Your focus will be on the brands that have been most successful, primarily in the recruitment vertical. The ideal candidate will have a strong blend of technical and soft skills, ready to build and scale teams worldwide while also acting as a key partner to the CEO.

Key Responsibilities:

- **Lead Operations for Top Brands:** Oversee the operations of the incubator, focusing on the most successful brands, particularly within the recruitment space. You'll ensure operations are seamless, and growth is sustained
- **Recruitment Specialist:** Lead recruitment efforts, identifying and onboarding top talent globally. You'll become an expert in building and managing high-performing teams, especially in the recruitment-focused brands
- **Global Team Builder:** Build diverse, high-performance teams across the globe, ensuring smooth integration and creating a supportive, thriving work culture
- **Business Growth Expert:** Apply a strong understanding of startup business operations to support the growth of multiple brands within the incubator, ensuring scalability and operational efficiency
- **Right-Hand to CEO:** Partner closely with the CEO, taking over key responsibilities and contributing to strategic decision-making. You'll play a pivotal role in driving the incubator's success
- **Adaptability & Resilience:** Lead by example in a fast-paced, dynamic environment, displaying resilience, adaptability, and the ability to set and achieve ambitious goals under tight deadlines

- **Flexibility in Hours:** Work flexible hours to accommodate various time zones, supporting global teams across the U.S., Europe, and beyond
- **Career-Driven:** You're ambitious, focused on growing your career, and ready to take on increasing responsibilities within the incubator

What Is Important To Us - Key Attributes

Independent and proactive, with demonstrated energy, intelligence, and resourcefulness.

Ownership and accountability of work, with pride in quality output.

Extremely high attention to detail in all aspects of the job.

Comfort with repetitive tasks and ability to follow through consistently.

Flexibility to work in an unstructured environment and switch between tasks as needed.

Strong preference for quality over speed in work output.

Genuine enjoyment of work and desire for growth and challenges.

Quick learner and tech-savvy, able to adapt to various systems and applications.

Professional demeanor capable of impressing international clients and partners.

Enthusiasm for engaging with new companies and individuals globally.

Resiliency and not overly sensitive to direct communication styles.

Requirements

- **Bachelor's Degree:** A bachelor's degree in any field is required, ideally in a scientific or technical area such as computer science, engineering, or a related discipline
- **Fluent English Skills:** Exceptional English communication skills, both written and spoken
- **Recruitment Expertise:** Proven experience in recruitment and team building, particularly in scaling global teams
- **Operations & Business Knowledge:** Strong understanding of how startups operate and grow, with a strategic, data-driven mindset
- **Excel & Software Proficiency:** Advanced Excel skills and proficiency with other tools like CRM systems and project management software

Soft Skills:

- **Leadership & Motivation:** A people person who can lead by example, inspire teams, and foster a positive, motivated work environment
- **Critical Thinking & Problem Solving:** Strong critical thinking skills with a first-principles approach to solving complex problems
- **Interpersonal & Networking Skills:** Excellent interpersonal skills and the ability to build and maintain relationships both within and outside the organization
- **Cultural Sensitivity:** A deep understanding of and respect for cultural diversity when working with global teams
- **Adaptability & Resilience:** The ability to thrive in a fast-paced, ever-changing environment, making sacrifices when necessary to push for results

Benefits

- Full-time, permanent position in our rapidly growing and successful company
- Comprehensive benefits package, including:
 - Paid annual leave
 - Paid sick leave
 - Public holidays observed
 - Afternoon off on your birthday
- Flexible, remote work environment
- Opportunity to play a key role in a rapidly expanding organization
- Collaborative and innovative company culture that values intelligence and career growth