

Position: Manager - Content Operations
Location: Hyderabad, India
Reporting to: Head of Content Operations
Salary: As per industry standard

About us: Template.net is a global product loved by 100 millions users. We are an 8 year old global brand bootstrapped from hyderabad.

Who are we:

We are a passionate team of 200+ creators & engineers working from offices in Hyderabad, Singapore, Philippines & Vietnam. We are passionate about creating high quality, world class products.

Job Overview:

We are looking for an experienced and results-driven Manager of Operations to oversee the day-to-day activities of our organization. The successful candidate will play a key role in optimizing operational processes, enhancing efficiency, and ensuring seamless coordination between various departments. The Manager of Operations will be responsible for driving operational excellence.

Responsibilities:

- Strategic Planning:
 - Collaborate with leadership to develop and implement operational strategies that align with the organization's goals.
 - Contribute to the development of long-term organizational plans and objectives.
- Process Optimization:
 - Identify opportunities to improve operational efficiency and effectiveness.
 - Streamline existing processes and implement best practices to enhance overall productivity.
- Team Management:
 - Lead and manage a team of operations professionals.
 - Foster a positive and collaborative work environment, promoting a culture of continuous improvement.
- Cross-Functional Collaboration:
 - Work closely with other department heads to ensure seamless coordination and communication.
 - Collaborate with the finance, marketing, and human resources teams to achieve integrated business operations.
- Performance Monitoring:
 - Establish key performance indicators (KPIs) and regularly monitor performance against established benchmarks
 - Implement systems to track, analyze, and report on performance metrics
- Resource Allocation:

- Manage and allocate resources efficiently to support operational goals.
- Monitor and control operational expenses within the established budget.
- Risk Management:
 - Identify potential risks to operational processes and implement measures to mitigate them.
 - Develop and implement contingency plans to ensure business continuity.
- Compliance:
 - Ensure compliance with relevant regulations, standards, and company policies.
 - Implement and monitor procedures to uphold regulatory requirements.

Qualifications:

- Proven experience in operations management, with a track record of success in a similar role.
- Strong understanding of business operations, process improvement, and project management.
- Excellent leadership and team management skills.
- Analytical mindset with the ability to make data-driven decisions.
- Effective communication and interpersonal skills.
- Bachelor's degree in Business Administration, Operations Management, or a related field;

What's In Store for You:

- Company-provided Apple MacBook for work
- Fixed Days off on Saturdays and Sundays. Day shift - 9 AM to 6 PM
- Comprehensive HMO coverage upon regularization to take care of your health and well-being. Free lunch in the office
- Generous vacation and sick leaves benefits upon regularization, ensuring your work-life balance
- Enjoy a lively office environment with an ample supply of coffee to keep you energized and focused