

## **Business Operations Lead (Los Angeles)**

We're looking for a sharp, systems-minded, and deeply trustworthy **BizOps Lead** who'll design and own the systems that keep our team running, from people ops to finance, compliance to communication, while making sure we stay sound and ruthlessly focused as we scale.

This role is equal parts builder and operator. You'll report directly to the CEO, work closely with the founding team, and have ownership from day one. We're well funded and growing quickly.

### **What you'll do**

#### **Build scalable internal systems**

- Design and implement repeatable processes for HR, finance, and internal ops
- Own Rippling (onboarding, offboarding, benefits, compliance)
- Keep our internal stack clean and functional
- Ensure the team has the tools, resources, and structure to do their best work

#### **Own finance & strategic operations**

- Lead budgeting, burn tracking, and cash flow oversight
- Build and maintain hiring plans, runway models, and scenario forecasts
- Manage payments, vendors, financial hygiene (Brex, contracts, reimbursements)
- Support future fundraising readiness with reporting, metrics, and financial narrative

#### **Drive operational clarity and momentum**

- Create visibility into priorities through OKRs, metrics, and internal comms
- Identify blockers before they become problems — and clear them
- Act as the connective tissue across product, growth, and leadership

### **Who you are**

- 2+ years at a top-tier consulting firm, investment bank, or startup ops/finance role
- You think in systems, not checklists, and you love solving messy internal puzzles
- You can go deep in a spreadsheet and organize a chaotic dashboard
- You're the most organized person in the room, but not rigid
- You move fast, ask smart questions, and don't wait to be told what's broken
- You're comfortable navigating ambiguity and have a bias toward action

### **Nice to have**

- A mild to strong allergy toward corporate environments :)

Apply here: <https://forms.gle/evVe3qzJnJVzH8Zp9>