

Operations Manager

Pioneer Interests – Denver, CO

Job description

Overview: The role of the Operations Manager is to ensure that company projects run smoothly and to assist the CEO in day-to-day operations. The Operations Manager is also expected to perform to individual and company-wide goals as set forth by the CEO, CFO, and CGO.

Essential Duties and Responsibilities include but are not limited to:

What You Will Do

- Scheduling and coordinating the CEO and CGO
- Assist with company-wide meetings, parties, happy hours, and events
- Coordinating projects for the CEO
- Office management
- Special projects as they arise

Attitude / Conduct / Communication

- Clear and confident communication
- Positive attitude
- Excited to grow and learn

Skills

- Working knowledge of Google Drive (including Google Admin), Microsoft Office Suite, and Slack.
- Exceptional interpersonal skills
- Must consent to and successfully pass a background check.
- MED badge
- Previous experience preferred
- Working knowledge of Wrike, METRC, and LeafLink preferred

Benefits

- Health, Dental, & Vision insurance
- PTO
- Store discounts

Pioneer Interests is an equal opportunity employer. We are committed to cultivating an environment where people of all backgrounds and identities are included and feel valued for the work they produce and the perspectives they bring.

Job Types: Full-time, Contract

Salary: \$50,000.00 per year

Schedule:

- 8 hour shift
- Monday to Friday

Ability to commute/relocate:

- Denver, CO 80205:

Work Location: One location