



Job Description: Chief Operations Officer (Micro-Learning Platform and Content Creation Company)

Summary:

We are seeking a dynamic and experienced Chief Operations Officer (COO) to join our micro-learning platform and content creation start-up company. As the COO, you will play a pivotal role in developing and executing operational strategies to support our company's growth and scalability. Your responsibilities will include overseeing all operational aspects of the business, collaborating with the executive team on strategic goals, leading cross-functional teams, optimizing processes, and ensuring compliance with industry standards. Additionally, you will work closely with the Content Creator Manager, providing guidance and oversight to ensure the production of high-quality content. The ideal candidate will possess strong leadership skills, strategic thinking, excellent problem-solving abilities, and a passion for innovation in the education industry. If you are looking for an exciting opportunity to shape the future of learning and contribute to a start-up's success, we encourage you to apply for this transformative role as our Chief Operations Officer.

Responsibilities:

- Collaborate with the co-founders to develop and execute operational strategies that support the company's growth and scalability.
- Oversee all operational aspects of the business, including production, distribution, and customer support.
- Provide oversight and guidance to the Content Creator Manager who is responsible for content creation.
- Gather internal and external feedback on the Learnery platform to provide recommendations to the development team.
- Work as part of the executive team, collaborating with the marketing team on strategizing, analyzing, and adjusting go-to-market plans for specific products and industries on a routine basis.
- Lead and manage cross-functional teams to ensure efficient and effective operations across departments.
- Develop and optimize processes and workflows to improve operational efficiency and productivity.
- Monitor and analyze key performance indicators (KPIs) to identify areas for improvement and make data-driven decisions.
- Establish and maintain strong relationships with external partners, vendors, and stakeholders.
- Stay informed about industry trends, emerging technologies, and best practices to drive innovation and maintain a competitive edge.
- Manage budgets, financial planning, and resource allocation to support operational needs.
- Ensure compliance with legal, regulatory, and industry standards.



Qualifications:

- Bachelor's degree in business administration, operations management, or a related field. An MBA or advanced degree is a plus.
- Strategic mindset with the ability to translate business goals into actionable plans.
- Exceptional leadership and team management skills, with the ability to motivate and inspire teams.
- Excellent problem-solving and decision-making abilities, with a focus on data-driven insights.
- Effective communication and interpersonal skills to collaborate with internal teams, external partners, and stakeholders.
- Financial acumen and experience in managing budgets and resources.
- Knowledge of relevant legal and regulatory requirements.

Additional Skills:

- Willingness to travel domestically and internationally as required.
- Interest in learning various aspects of the education or e-learning industry.
- Proficiency in content management systems, learning management systems, and digital platforms.
- Proficiency in project management methodologies and tools.
- Strong negotiation and contract management skills.

Company Culture and Values:

Our company values innovation, collaboration, and a passion for education. We are committed to revolutionizing the learning experience through our micro-learning platform. We foster a supportive and inclusive work environment that encourages creativity and growth.

Additional Details:

- The individual will initially work remotely, but there may be a requirement for some in-office time in the future.
- The content team is remote, including international members, which may necessitate flexibility in work schedules.
- **This is a new role for a start-up company launching its micro-learning educational platform, offering an exciting opportunity to shape and influence the content creation process from the ground up.**
- **The Chief Operations Officer will play a crucial role in formally establishing job functions, including defining specific roles and responsibilities for the organization.**
- **While some roles and processes have been semi-established, filling this role is critical to customize and optimize job functions as they see fit, allowing for a personalized and impactful approach.**



Join our dynamic team and contribute to revolutionizing education through our micro-learning platform. Apply now to be part of our innovative start-up company.

Application Process:

To apply, please submit your resume, cover letter, and any relevant work samples or portfolio demonstrating your operational expertise to hr@titanhc.com.