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## Job: Operations Manager

Position : Operations Manager  
Mode : Hybrid  
Contract : Negotiable  
Start : March 2023  
Desk : Santiago, Chile  
Application : LinkedIn ([link](#))  
Questions : [recruitment@politicotechglobal.com](mailto:recruitment@politicotechglobal.com)

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### Position specification

We are looking for an Operations Manager to oversee all daily activities of PTG's global operations from the Santiago desk in Chile. The main role of the Operations Manager will be to check existing systems, correct them if necessary, and implement processes and practices across the organization. The Operations Manager will coordinate efforts across the Productions, Data and Services Departments and will report directly to the Chief Operating Officer.

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### The ideal candidate

- Has a Business Management, Operations Management, or Business Administration degree
  - Has excellent command of English and Spanish and working knowledge of a third language
  - Demonstrated abilities to use office software (Microsoft suite, Google suite, etc.)
  - Has excellent writing, editing, and communicating skills
  - Has knowledge of organizational effectiveness and operations management
  - Has an outstanding organizational and coordination capacity
  - Is willing to acquire a deep understanding of the PTGs products and clients
  - Has experience working in a multicultural, multidisciplinary or international environment
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### Some work examples

- Ensuring that all operations are carried out in an appropriate, cost-effective way
- Improving operational management systems, processes, and best practices
- Helping the organization's processes remain legally compliant
- Formulating strategic and operational objectives
- Examining existing data and proposing manners in which to improve profitability
- Performing quality controls and monitoring key production goals
- Recruiting, training and supervising staff under Productions, Data and Services Departments
- Finding ways to improve quality of customer services
- Communicating and coordinating meetings with the C-suite
- Managing internal calendars relative to the Operations Division

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## What we offer

The opportunity to join a small, autonomous team within a fast-growing company, and to participate in the selection and implementation of new technologies and internal processes. We also offer the opportunity to interact with established actors in the industry, and the opportunity to advance your career within the company. Finally, we also offer the chance to participate in multidisciplinary task groups that operate across cultures and borders in several different languages.

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## Application materials

If you are interested, please apply via LinkedIn. This is the [link](#). You will be asked to provide the following information:

- Updated Curriculum Vitae (PDF) in English or Spanish
- Motivation letter (no more than one page)
- Contact information for two references

For questions, please do not hesitate to contact us at: [recruitment@politicotechglobal.com](mailto:recruitment@politicotechglobal.com).

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## About PTG

Politico Tech Global is a company dedicated to simplifying the analysis of complex political environments, seeking to bring to the client an analysis about who holds power, how they manage it and how they will earn it tomorrow. We interpret the incentives of key political players and decipher data trends to bring our clients reports and other instruments to be able to bring necessary clarity in the short, medium and long term to enhance the decision-making process. We operate at the global level. Visit our website for more information: <https://politicotechglobal.com>.

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## Equal Opportunity

It is Politico Tech Global policy to provide equal employment opportunity to all qualified individuals without regard to race, color, religion, national origin, gender, age or any other characteristic protected by local laws and regulations.

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## Resources

Website : <https://politicotechglobal.com>  
LinkedIn : <https://www.linkedin.com/company/politico-tech-global>  
Twitter : [https://twitter.com/ptg\\_network](https://twitter.com/ptg_network)