



Startup Operations Expert

Location: Remote

Type: Full Time

Reports to: Head of Growth

Your Mission

As the Startup Operations Expert, you will provide operational and strategic guidance to our startups. You have 10+ years of direct hands-on experience working in Series A+ funded startups to improve the effectiveness of their operations, implement data-driven processes, and scale efficiently. This role requires a balance of strategic thinking and hands-on operational expertise to drive sustainable growth across our portfolio companies.

Your Responsibilities

Drive Results and Insights for Portfolio Companies

Conduct 1:1 calls with startups and provide tailored operational guidance:

- Design and help implement metrics to track both growth and operational improvements
- Solve cash flow and expense challenges through robust data analysis
- Implement effective talent acquisition, training, and retention strategies
- Implement management frameworks that enhance cross-functional collaboration
- Implement and train founders on financial tools that enhance visibility and decision-making
- Implement tools for customer success and logistics optimization
- Help companies leverage automation tools to increase efficiency and reduce operational costs

Engage the Orbit Ecosystem

- Maintain strong relationships with founders to encourage transparency
- Build and leverage networks of talented professionals to benefit portfolio companies
- Connect portfolio founders with relevant resources and expertise within the Orbit ecosystem
- Identify cross-portfolio opportunities for collaboration and resource sharing

Be Operationally Excellent

- Sync regularly with other Orbit teams to align portfolio support strategies
- Co-develop Orbit growth processes with startups and data-driven, actionable outcomes
- Provide ad hoc program support through presentations and facilitation of sessions
- Document and share operational best practices across the portfolio and with the Orbit team

Your First Days

By Day 30 you will:

- Build relationships with your assigned portfolio companies
- Understand your assigned portfolio's operational challenges
- Familiarize yourself with Orbit's investment thesis, portfolio, and internal systems
- Begin conducting initial operational assessments with portfolio companies

By Day 90 you will:

- Develop and implement tailored operational improvement plans for key portfolio companies
- Establish regular cadence of founder meetings and support touchpoints
- Demonstrate measurable operational improvements in at least 3 portfolio companies

By Day 180 you will:

- Show significant business impact through operational improvements across the portfolio
- Create a library of operational best practices based on portfolio learnings
- Develop scalable frameworks that can be applied across multiple portfolio companies

Your Profile

- 10+ years of experience in startup operations as founder or senior role
- 3+ years demonstrated P&L responsibility
- Proven track record of implementing operational improvements that drove business growth
- Strong analytical skills with experience using data to drive operational decisions
- Experience hiring, training, and managing high-performing teams
- Managed a team of at least 20+ employees
- Cross-functional leadership experience with the ability to influence without direct authority
- Your previous colleagues say that you lead with integrity, honesty and humbleness
- Familiarity with financial tools, operational systems, and automation technologies
- Strong analytical skills with data-driven decision making
- Proactive and takes initiative without explicit direction, always expanding knowledge base
- Engaged listener who prioritizes understanding before action
- Excellent communication skills with the ability to explain complex concepts simply
- Bachelor's degree required
- Fluent in spoken and written English, second language preferred

About Us

Orbit Startups is a venture capital firm with a mission to drive economic transformation in frontier and emerging markets, capitalizing on the rapid adoption of technology across South Asia, Southeast Asia, Africa, Latin America and MENA. With almost two decades of investment experience in high-growth markets like China and India, Orbit has established itself as a critical player in bridging technology, entrepreneurship, and industry leaders.

How to Apply

Please click on [our job application form](#) to submit your CV and cover letter. CVs without a cover letter will not be considered. All applications must use the form. For any technical issues, please contact jobs@orbitstartups.com.