
Rainlux Group

Business Operations Manager

Who is Rainlux Group?	Since 2012, Rainlux Group has been one of Metro Atlanta's premier consulting firms, specializing in comprehensive solutions for organizational teams of all sizes. We are STEM Integration Specialists prepared to help non-profits, k-12 districts and schools at any level. Providing services from impartial advice to practical assistance to partnerships, we facilitate educators making the most of every opportunity to encourage STEM in our community. Our mission is to create relationships, not transactions. Our promise is that we'll be there, as questions or issues arise, every step of the way.
What type of employee will I be?	W2 Employee; Benefits included
What is the salary range?	\$48,000 – \$60,000 based on experience and skill
What is an Operations Business Manager?	The Operations Business Manager is a key member of the team responsible for ensuring the smooth and efficient day-to-day operations of the company. This role requires a strong foundation in process development, time management, client follow-up, invoicing and basic financial tracking. With a background in education, the ideal candidate possesses excellent customer service skills, adaptability, and a quick learning ability. Proactiveness, meticulous attention to detail, and a strong work ethic are essential for success in this role.
What will be my responsibilities?	<ul style="list-style-type: none">➤ Adapt quickly to changing priorities and new challenges.➤ Develop and implement efficient operational processes.➤ Schedule client visits and appointments.➤ Manage inventory levels and order supplies as needed.➤ Manage and allocate resources effectively.➤ Manage time effectively to meet deadlines and prioritize tasks.➤ Handle basic bookkeeping tasks and financial record-keeping utilizing Xero accounting software.➤ Provide excellent customer service to various levels of stakeholders (i.e. students, teachers, principals, district leaders, superintendents).➤ Maintain strong client relationships through providing great service, helpful support, proactive follow-up and timely communication.➤ Demonstrate a proactive approach to problem-solving.➤ Maintain meticulous attention to detail in all aspects of work.➤ Work independently as a self-starter with minimal supervision.
What makes Rainlux Group a good fit for me?	<p>Culture: Mission-driven, collaborative, flexible and supportive work environment where employees are empowered</p> <p>Professional Development: Opportunities for professional development including conferences, training, networking and informal learning opportunities.</p> <p>Paid Volunteer Opportunities: Compensated events in support of STEM education</p>
What experiences make me a good fit for the role?	<p>Management Experience: Proven ability to manage and lead teams or individuals, including responsibility for performance, development, and motivation.</p> <p>Education Experience: Demonstrated experience working with children or youth in educational settings, such as teaching, tutoring, or classroom support.</p> <p>Hospitality Experience: Background in customer service, hospitality, or other client-facing roles, emphasizing excellent interpersonal and communication skills. Experience in K-12 project management and/or Operations,</p> <p>Technology Expertise: Project Management SW, CRM SW. Google Suite experience</p>
