



720 University Ave., Suite 200, Palo Alto, CA 94301

**Position:** Operations Manager

**Role:** Manage the smooth operations of The Hive

**Location:** 720 University Ave., Suite 200, Palo Alto, CA 94301

**Schedule:** Full-time

**Contact:** T. M. Ravi (tmravi@hivedata.com)

### **About us**

We have a fun, energetic, innovation space with high productivity, and brilliant people. We have a company culture that celebrates professional growth and creation. Our office is walking distance to the heart of downtown Palo Alto and the Caltrain station, and we offer great perks such as competitive salary, and health/dental/vision benefits!

### **About The Hive**

The Hive ([www.hivedata.com](http://www.hivedata.com)) is a venture studio based in Palo Alto, CA to fund startups focused on data and AI powered applications. The Hive works actively with founders to help them create, fund, and launch data-driven startups. The Hive model is a high touch model, that applies its entrepreneurial and operational experience to accelerate company building. The Hive team consists of successful company-builders, serial entrepreneurs and investors who have created market-leading companies with several billion dollars in exits.

The Hive has deep domain expertise in artificial intelligence (AI). The Hive startups focus on AI and data-driven applications for the enterprise that disrupt existing markets and enable new opportunities. Areas of focus include Enterprise, Supply Chain, Fintech, Insuretech and Healthtech.

The Hive is currently in its fourth fund and since its inception in late 2012 The Hive has invested in 29 companies and produced three Unicorns and participated in one IPO (Pinterest) and fourteen exits.

The Hive has a global presence - The Hive India, The Hive Brazil, and The Hive SE Asia. We are planning The Hive Europe in 2022 later this year.

### **Key Responsibilities**

1. **Expense & Asset Management**
  - Asset tracking and management
  - Track and reconcile expenses related to office, software subscriptions, travel, etc.
2. **Office Operations**
  - Support office operations of the company and its portfolio companies operating out of the same location
  - Help drive an exciting and fun company culture of several early-stage startups housed at The Hive



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- Ensure office is a welcoming, inspiring, and clean space
  - Manage front desk
  - Order office supplies
  - Work with vendors and building management on office projects like maintenance, repairs, and office changes
  - Help arrange meeting logistics, calendars, and occasional travel
  - Onboarding of new employees of startups housed at The Hive
  - Organize office events
3. Marketing Operations
- Help organize and manage [online](#) events
  - Help organize in person annual summit, demo day and other events
  - Relationships with event sponsors
  - Work with and manage marketing vendors
  - Manage and update email lists
  - Website and social media updates
4. Ambassador
- Act as liaison and maintain relationship with The Hive's global entities, investors, advisors, corporate partners, and entrepreneurs
  - Organize visits of The Hive global entities
  - Organize quarterly updates to The Hive investors and friends

### **Skills and Experience**

- BA/BS degree with some experience in operations or accounting
- Strong project management skills
- Responsible, organized and with attention to detail
- Tech savvy and experience with tools such Zoom, Word, Excel, PowerPoint, expense reporting software (e.g., Expensify), billing software (e.g., Bill.com)
- Marketing experience is a plus
- Experience with content creation tools, social media, etc. is a plus
- Excellent follow-through and thrives in a fast-paced environment
- Demonstrated ability to anticipate needs and exercise sound judgment
- Self-driven and ability to work independently
- Upbeat, positive, professional demeanor
- *Great sense of initiative and creativity!*