



Operations Manager

Location: Remote/Mumbai

Assignment: Full-time

PitchRight Ventures Overview

We are an early-stage venture fund with a focus on startups that are looking to build market-leading companies that disrupt traditional sectors with the use of cutting-edge technology. As a team of seasoned entrepreneurs-turned-investors, we understand that in addition to capital, successful start-ups also need all the guidance and support they can get. We invest upto USD 350K as part of first institutional round of funding. You can find more about us here - <https://pitchright.ventures/>.

Role

We are looking for an enterprising Operations Manager to help us run India's leading early stage venture fund. He/She will be responsible for managing all internal processes and coordination with external stakeholders to ensure smooth running of day to day operations of the fund.

The learning curve will be steep as the potential responsibilities that would be handled are immense.

Key Responsibilities

- Look after end-to-end on-boarding for fund's investors
- Manage a central database to store all fund documents
- Coordinate with external stakeholders - fund administrator, trustee, legal team etc. for all fund related paperwork



- Prepare deal related collateral to share with fund's investors
- Support investment team in deal evaluation by doing market research
- Arrange meetings with startups and investors
- Coordinate with startup founders and fund investors to execute deal paperwork
- Follow up with portfolio companies for monthly/quarterly updates
- Source deals from relevant online portals and network
- Publish content on social media and fund's website periodically

Key Skills

- Ability to learn and create internal processes to increase productivity
- Ability to work alone and as part of a team
- Good communication skills

Experience

1+ years of experience in an operations role.

Compensation

Competitive as per industry standards.