

Lingospot develops and markets hosted software applications to the world's leading online publishers, including Forbes.com, Gannett (publisher of USA Today), Sky Sports and The Sacramento Bee. Our small team is making a big impact on the online publishing space and we are looking for entrepreneurially minded, energetic, adaptable and smart individuals to roll up their sleeves and help us rapidly build and evolve next generation applications for online content delivery. Lingospot is based in Westwood Village, in Los Angeles.

### Position Overview

Reporting to the CEO, the Operations Manager will be responsible for managing the day-to-day operations of Lingospot. The position entails a wide range of responsibilities, including the preparation of budgets, facilitation of logistics, bookkeeping, recruiting and general administrative support. Most importantly, the Operations Manager must be flexible, adaptable and a quick learner, so as to effectively manage unforeseen tasks and responsibilities that will improve the overall operations of the company.

### Responsibilities

- Prepare and process invoices, deposits and expenses
- Maintain the company's financial books in QuickBooks
- Support the company's accountants in the preparation of quarterly and annual financial statements
- Manage office supplies inventory
- Maintain general legal and government records and files of the company
- Plan, coordinate and supervise the maintenance and improvement of company office facilities
- Manage ongoing insurance requirements and maintain relationships with the company's insurance brokers and suppliers
- Evaluate and negotiate with company vendors and suppliers
- Provide general administrative and support to company professionals

### Qualifications

- At least 2 years of related experience
- Working knowledge of QuickBooks and Microsoft Office (Word, Excel, PowerPoint)
- Creative problem solver of everyday office issues
- BA/BS degree from accredited 4-year college
- Excellent organizational and analytical skills and ability to multi-task and work under pressure
- Ability to work flexibly, as required
- Previous startup experience a plus

### Working at Lingospot

As a young startup, Lingospot offers employees the opportunity to capitalize on the future success of the company via generous equity option packages. In addition, we offer competitive salaries, full PPO health, dental & vision insurance and the opportunity to make a difference working within a fun, flexible, challenging and extremely rewarding environment. If you are interested in meeting our team, please contact [careers@lingospot.com](mailto:careers@lingospot.com). Include a resume and related online resources (blog, LinkedIn profile, Twitter account, etc.)