

Operations Manager

Location: Virginia Beach, VA (On-Site / Remote / Hybrid)

Reports To: VP of Operations

Status: Full-Time

Opportunity Summary

Are you a high-capacity operator who thrives on clarity, precision, and momentum? Do you instinctively track who is doing what, by when, and how everything connects? This role is built for you if you are wired to bring structure to vision, and execution to strategy.

We are seeking a disciplined and highly organized Operations Manager to oversee projects, people, timelines, and cross-department execution. You will serve as the execution arm of executive vision — ensuring that priorities move forward with accountability, alignment, and measurable progress.

This role is assistant manager for executive leadership. The role needs someone who can be on top of day-to-day tasks getting finished across a versatile team of engineering, fabrication, medical, sales, accounting, marketing, customer service, and administrative professionals.

What You'll Do

- Oversee all team operations, timelines, and project execution across departments.
- Track and manage initiatives to ensure deadlines are met and deliverables stay aligned with executive priorities.
- Run meetings with clarity and structure, ensuring decisions are documented and followed through.
- Build and maintain dashboards, progress trackers, and accountability systems.
- Manage task prioritization across departments to prevent bottlenecks and drift.
- Coordinate staff communication to ensure alignment between teams and leadership.
- Identify operational risks early and implement corrective action plans.
- Drive consistent progress across all major initiatives with measurable reporting.

Core Focus Areas

- Project management and deadline enforcement
- Staff coordination and interdepartmental alignment
- Execution of actionable goals
- Meeting structure, documentation, and follow-through
- Operational dashboards and accountability systems

What We're Looking For

- Demonstrated experience managing people, projects, and complex timelines.
- Strong operational thinking with the ability to track multiple moving pieces without losing clarity.
- Exceptional organizational discipline and follow-through.
- Clear written and verbal communication skills.
- Comfort operating directly under executive leadership without ego.
- Ability to bring order to fast-moving, high-growth environments.
- High integrity, emotional maturity, and accountability standards.

Compensation & Growth

Compensation scales with funding and growth benchmarks while preserving long-term upside for high performers who prove their impact.

How to Apply

Send the following to work@askmae.ai

Your resume

A brief note (no more than 5 sentences) explaining how you drive operational excellence
Examples of dashboards, systems, or execution frameworks you've built

Only candidates who read this entire posting and understand the level of ownership required should apply. This role demands precision, accountability, and the discipline to keep vision moving forward every day.