

Job Title: Operations Manager

Location: Bangalore, India

Company: CyberWarFare Labs

About Us:

CyberWarFare Labs is an Ed-Tech Cyber Security Focused Platform which is totally engrossed in solving the problem of Cybersecurity by providing real-time hands-on manner solutions to problems of B2C & B2B Audience.

Job Overview:

As an Operations Manager at CyberWarFare Labs, you will play a pivotal role in overseeing daily operations, manage cross-functional teams, and ensure consistent delivery of high-quality services aligned with organizational goals. The ideal candidate will have strong communication and management skills, a proactive approach to team development, and the ability to coordinate effectively with clients and internal stakeholders.

Experience: 3+ Years

Required Skills:

- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office Suite.
- Proficient in data analysis and performance metrics.
- Ability to handle client expectations and foster long-term relationships.
- Demonstrated problem-solving and decision-making capabilities.
- Familiarity with workflow tools and operational reporting systems.

Key Responsibilities:

- ➔ Manage daily operations to ensure smooth execution of tasks and achievement of performance targets.
- ➔ Lead and motivate a team, creating a positive and collaborative work environment.

- ➔ Coordinate closely with clients to understand their requirements, provide timely updates, and resolve issues effectively.
- ➔ Track and analyze team performance metrics and implement strategies to enhance productivity and quality.
- ➔ Identify areas for process improvement and implement solutions to optimize workflows and efficiency.
- ➔ Ensure compliance with company policies, procedures, and relevant regulatory requirements.
- ➔ Allocate tasks and manage staffing levels to ensure optimal resource utilization.
- ➔ Collaborate with internal teams and address technical needs and support enhancements.
- ➔ Provide regular updates to senior management and clients on team performance, progress, and strategic actions.

Benefits:

- Competitive salary and performance-based incentives.
- Comprehensive Medical benefits.
- Ongoing professional development opportunities.
- Collaborative and innovative work environment.