



POSITION DESCRIPTION

Operations Manager

THE COMPANY

At Blue Raster, we pride ourselves in developing applications and tools that help our clients solve, clarify, and visualize many of the world's critical challenges. Since 2002, we've partnered at the senior level with leading global organizations, helping them share their unique stories through the powerful visual medium of interactive maps.

THE POSITION

Blue Raster is seeking a highly motivated and self-driven Operations Manager to join our team. The Operations Manager will be responsible for managing the day-to-day administrative processes that are central to operations. The ideal candidate will be a highly collaborative team player that thrives on tackling a variety of projects and getting things done. The ability to communicate and work closely with the Principals, as well as the team of project managers, analysts and developers, will be key to success in this position.

PRIMARY RESPONSIBILITIES

- Managing and taking ownership of the contracts and agreements checklist process
- Managing Accounts Payable/Accounts Receivable workflow
- Overseeing the monthly invoicing process from start to finish
- Monthly invoicing closeout to prepare for invoicing cycle
- Managing the day-to-day operations of the office, including: assisting with calendar management and scheduling, keeping track of licensing and software renewals, managing outside vendors, keeping an organized filing system
- Managing the web time keeping system and chargeable hours; Managing cost rates, expenses, PTO and other policies
- Assisting in preparations for various business filings (tax, GSA)
- New hire onboarding, interviewing potential candidates
- Fielding employee inquiries (benefits, time off, work schedule) and resolving requests
- Working closely with the Principals to proactively remove points of friction in our day-to-day and helping to take tasks to the finish line
- Payroll processing and benefits administration
- Working on special projects as needed

EDUCATION/QUALIFICATIONS

- College degree required; 5-10 years office administration experience preferred
- Confident about taking on a versatile role and learning new skills as needed
- Exceptional verbal and written communication skills
- Collaborative, team player attributes
- Must have strong initiative and enjoy wearing many hats in a small business environment
- Genuinely enthusiastic about getting things done and helping the team reach their goals
- Able to adapt quickly and effectively to unexpected changes
- Must be eligible to work in the US

About the Blue Raster Team

Located in the vibrant, metro-accessible Court House neighborhood of Arlington, Virginia, Blue Raster offers a friendly work environment, competitive salaries, and a generous benefits package. Our benefits package includes:

- CareFirst Medical, Dental, Vision with HSA option
- 401k with 4% employer match
- Paid Time Off and Personal Time that starts on your first day
- Parental Leave
- Metro Benefits
- Bike-friendly office
- Training opportunities
- Support for personal and career growth

We also provide opportunities to work on a number of concurrent projects with clients from a variety of sectors, including Conservation, Health, Government, Global Affairs, and Education.



Our team is passionate about what we do, our clients, and how our work makes a positive impact on our world. Apply now to join our team of exceptional people!

Send us an email at recruiting@blueraster.com or visit our [careers page](#).

