

PROJECT Operations Partner



ABOUT

Serves as one of the four foundational equity roles: bridging strategy, execution, and operations to ensure company success from MVP to full-scale operations.

Company Alignment & Impact

Build a scalable operational framework supporting Phase Two infrastructure.

Ensure MVP is market-ready, operationally robust, and investor-ready.

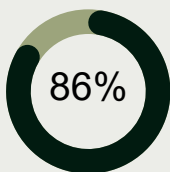
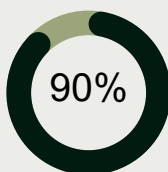
Provide seamless client and partner experience, reinforcing brand promise.

Deliver transparent reporting to founder and equity partners to guide iterative improvement.

Measurable Objectives

Process adherence across operational workflows.

Milestone completion rate on-time.



MVP launch within 6–9 months with all critical workflows operational.

Document and implement at least five core workflows: client onboarding, fleet management, finance reconciliation, partner communications, booking systems.

Integrate two automation tools (CRM, communication, or payment) within 90 days.

Deliver project & operations handbook for investor review and partner onboarding.

Role Overview

The Project & Operations Partner is a dual-function equity partner, bridging strategy and execution. They drive the MVP from concept to market while designing the operational workflows that enable scalable, efficient, and secure daily operations. Acting as the connective link between the founder, Technology, and Finance partners, this role ensures both timely delivery of the MVP and robust operational infrastructure.

Core Responsibilities

- **Project Oversight:** Manage timelines, milestones, and deliverables for MVP launch; coordinate cross-functional teams; translate founder directives into actionable tasks.
- **Operational Workflows:** Design and implement workflows for client onboarding, fleet management, partner/vendor coordination, and internal operations
- **Systems Integration:** Collaborate with Technology and Finance partners to ensure seamless workflow automation.
- **Compliance & Risk Management:** Establish secure, reliable processes aligned with brand standards.
- **Documentation & Reporting:** Maintain project tracking dashboards, operations manuals, and KPI reports.



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