

Operations Manager, The Business of Fashion (London, UK)

Summary

The Business of Fashion is looking an Operations Associate / Manager, to help support our growth, manage our internal operations and keep things running smoothly. Someone who gets things done, while managing multiple priorities and maintaining an obsessive focus on quality and detail.

This is a great opportunity to be part of a growing team and company, and gain exposure to all aspects of a growing fashion media business. We are looking for someone who can grow with the company and the role over time.

You must already have the legal right to live and work in the United Kingdom/European Union as we cannot arrange for work permits or visas.

The Operations Associate/Manager will demonstrate:

- Strong detail-oriented and process management experience
- Fluency with accounting concepts
- Financial modeling skills
- The ability to solve problems in a fast-paced startup environment
- A laser-focus on details and execution

Responsibilities

Support the Head of Business Development & Operations on all aspects of operations for our fast growing company

- **Accounting and Finance:** manage monthly accounts, invoicing and budgets, working with our accountants
- **Office management:** Oversee day-to-day running of the BoF office; establish and oversee internal processes to ensure we are set up for growth
- **Reporting:** including internal tracking and performance reports
- **Sales:** including managing campaign execution and creating pitch materials
- **Relationship management:** Manage relationships with 3rd parties, including invoicing and contracts
- **Problem-solving and teamwork:** Collaborate with teams across BoF and contribute to solve problems in real time and contribute to the overall growth of company

Experience & Qualifications

- Bachelors degree with 2-5 years work experience
- Ideally a mix of corporate and startup experience, in detail/process-focused work
- Accounting skills / familiarity with accounting concepts; ideally familiar with Xero
- Strong Excel and PowerPoint skills, including financial modeling skills
- Experience and/or strong interest in and knowledge of fashion, media and digital

About The Business of Fashion

The Business of Fashion has gained a global following as an essential daily resource for fashion creatives, executives and entrepreneurs in over 200 countries. It is frequently described as “indispensable,” “required reading” and “an addiction.”

Founded in 2007 by Imran Amed, a fashion business advisor, writer and digital entrepreneur, The Business of Fashion began as a project of passion, aiming to fill the void for an informed, analytical and opinionated point of view on the fashion business.

Today, the website has grown to leverage a network of savvy writers and fashion insiders in style capitals around the world, delivering fashion business intelligence on emerging designers, disruptive technologies and global brands that are making their mark on the industry at a time of unprecedented change.

The Business of Fashion has recently raised \$2.5m in funding from a group of leading investors including LVMH and Index Ventures, and are now looking to scale the business.

To apply

Please email jobs@businessoffashion.com with your CV and a statement of your interest in working for The Business of Fashion.