

VP Operations

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Company: Evident Insights

Location: India

Category: other-general

Job Description

We are building the global standard benchmark for AI maturity in business.

The company

Our mission is to accelerate the adoption of AI by creating the most complete, unbiased and transparent public benchmark of corporate AI capability. Our inaugural product, the Evident AI Index, has been covered by the New York Times, Bloomberg, Fortune, Forbes and the BBC.

Why join us

We are index experts. Our co-founders Alexandra Mousavizadeh and Annabel Ayles have more than 30 years of experience building complex indices that drive positive change in the world.

We are building a cutting edge research team that uses the latest techniques in machine learning to build faster and better data collection and analysis tools.

We are backed by some of the world's leading tech investors, including the backers of Revolut and the tech commentator Scott Galloway, and have built a network of advisors that includes the Global AI Lead at AWS, Mastercard's President of Cyber & Intelligence,

Ocado's former CTO, the former CCO of the Alan Turing Institute, the Chair of the UK Government AI Council and the former Head of the UK Government Office for AI.

If you are interested in advancing your career at a fast-growing, innovative and impact-driven company, you can read about Our Values and Our Commitment to Responsible AI here: . Our commitments to diversity and inclusion are set out at the end of this job description.

The role:

We are looking for a highly organised and motivated Head of Operations to own the end-to-end business operations. The ideal candidate has led an operations team at a fast-growing start-up, and is excited about our mission to drive global transparency around AI.

Responsibilities:

Take ownership of all our business operations. This includes:

Strategy: Work with the co-founders on all aspects of the company's commercial strategy.

Sales Operations and Business Development:

Manage the business development team and work closely with marketing to generate high-quality leads.

Build and manage our sales ops infrastructure and CRM system (Hubspot).

Optional: Manage your own deal pipeline and contribute directly to revenue growth.

Business Operations:

Budgeting & reporting, cash flow tracking, revenue projections and cost management (with external accountants)

Ensure accurate payroll, tax and annual reporting

Oversee legals and procurement: statements of work and master service agreements

Lead investor management

Lead our supplier management

HR:

Establishing key company planning processes, including OKR setting

Lead all hiring, recruitment, onboarding

Manage company policies and culture

Skills and Qualifications

5+ years' work experience, ideally with a background in Operations role in a fast-growing tech-related start-up or strategy consulting

You know what great operations and culture looks like, and are keen to set that up in a new start-up

Excellent written and verbal communication : the ability to communicate concisely and effectively with stakeholders, internally and externally

Highly organised, able to handle multiple projects in parallel

Proactive: you take ownership without being asked

Comfortable rolling up your sleeves and getting into whatever needs doing most

High emotional intelligence: can work with anyone, from creative to engineering

Work-ready English language and right to work in the UK

Benefits

Share options: we offer all employees share options over a 4 year vesting period

28 days of holiday + public bank holidays. This includes a mandatory period of leave between Christmas and new year (3-4 days)

Flexible working: 3-4 days per week in the Central London office, 1-2 days remote

Pension

Private Health Insurance

Start date: ASAP

Our commitments to diversity and inclusion

Evident is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating all forms of discrimination. Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

During our recruitment process, you will not be discriminated against for any of the following reasons: race (including colour, nationality, ethnic and national origin), age, disability, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, religion or belief, sex or sexual orientation. If you need us to make certain changes (known as reasonable adjustments) to make sure you are not disadvantaged during the recruitment process, you should contact us as soon as possible.

We strive to create a working environment free of bullying, harassment, victimisation and discrimination, promote dignity and respect for all, and value and recognise individual differences and the contributions of all staff.

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