

Business Operations Lead

Position Summary:

The Business Operations Lead is responsible for developing, organizing, tracking, delivering and maintaining business operations for Enduvo. In order to be successful, the Lead will work with and across internal organizations to deliver best-in-class processes and procedures, as well as track resources and tasks to ensure the highest level of quality and consistency.

Primary Responsibilities:

- Coordinate with cross-functional teams to ensure alignment across Enduvo's strategic objectives
- Work closely with clients and internal teams to identify, analyze and document core business processes and workflows
- Work with customers and Enduvo delivery teams to ensure successful solution implementation
- Work with leadership to ensure adoption of newly launched solutions by our sales team and customers
- Drive resolution and next steps to address dependencies and obstacles/impediments in executing on goals and objectives
- Report on SBIR projects for effective governance and measurement

Required Skills and Qualifications:

- Bachelor's degree
- 15+ years project management experience; comfortable leading cross-functional teams
- Experience on such topics as project lifecycle, planning, governance, project deliverables, risk/issue management, status reporting, orientations, estimating, planning/scheduling and work breakdown structures
- Specialization in the management of complex programs
- Experience applying for SBIR projects
- Experience implementing AR and VR training software
- Strong analytical skills with a demonstrated ability to extensively analyze business processes and workflows
- Experience facilitating workshops and focus groups
- Strong business/client engagement skills
- Exceptional written and verbal communication skills with the ability to communicate using a variety of styles and approaches
- Ability to interface positively and professionally at all technical, management and executive levels within customer and partner organizations



- Highly motivated and results driven performer with an execution-focused mindset
- Some travel required

Enduvo is an Equal Employment Opportunity and Affirmative Action employer. We value diversity and are committed to providing an environment of mutual respect. Qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, sex (including pregnancy, childbirth, or related medical conditions), medical history or condition, gender identity and/or expression, sexual orientation, marital status, veteran status, status as an individual with a disability, or any other status protected under federal, state or local law.