



Senior operating officer

About Edge

Edge is your digital back office. Their data-driven technology platform allows for gamers, agencies, teams, and tournament organisers to bring regulation to unregulated industry. Edge links social and gaming data to payments via smart contracts.

About the role

Edge is in need of a senior operating officer who can help support the team to achieve its potential. This is a role reporting directly to the CEO that requires an extremely organised all-rounder who excels when taking on responsibility. You'll be dissatisfied with the status quo and always look for where things can improve.

You will:

- Be the company metronome. Set the schedule for board meetings, reporting, internal milestone meetings and generally keep everyone on track.
- Work closely with Senior Management in ensuring corporate governance and administration obligations are fulfilled, with Companies House and HMRC.
- Manage the company diary including travel arrangements and meeting scheduling.
- Manage relationships with partners/vendors.
- Design and implement business strategies, plans and procedures.
- Establish policies that promote company culture and vision.
- Help with fundraising processes and investor communications.
- Help with team expansion and recruitment processes as we grow.
- Manage third party vendors e.g hubspot, office space, insurance providers etc.
- Assist the Commercial Lead, CEO and Chairman with prospecting and outreach.
- Lead CEO special projects and initiatives.
- Be the day-to-day point of contact for our accountants and finance operations.

Nice to have skills:

- Legal experience.
- Previous experience in a tech startup.
- Have finance or accounting experience and knowledge of Xero.
- HR experience / understanding of UK employment.
- A passion for gaming & esports.

Perks:

- Build the "go-to" solution for esports and gaming infrastructure.
- High impact position with autonomy to build systems and processes and great progression opportunities.
- Work in a high calibre team in a fun, flexible working environment based in central London.
- Great overall package with EMI options for the right candidate

If this role suits your skill set then we'd love to hear from you! Please send your CV and covering letter to recruitment@edge.gg