



1 Music Circle South Suite 320 | Nashville, TN 37203 | info@agricapture.com

Position Description

Job Title: Operations Manager

Location: Nashville, TN

FLSA Status: Exempt

Start Date: ASAP

Position Summary:

AgriCapture is technology-enabled agricultural data company unlocking the potential for agriculture to be a solution to climate change through carbon sequestration and regenerative farming. The Operations Manager will play a key role in overseeing day-to-day operations and enabling AgriCapture to grow its business.

AgriCapture is seeking a highly self-motivated individual to work closely with the AgriCapture team to manage business operations and handle everyday office responsibilities. This will be a dynamic, and fast-paced position providing a unique opportunity to immediately be a part of a growing company that is poised to have a positive environmental impact. The Operations Manager will receive a great deal of responsibility and receive a wide breadth business operations experience.

Job Responsibilities:

- Work alongside a dynamic, energetic team to manage AgriCapture's business operations
- Facilitate human resource activities, such as hiring, payroll and benefits administration
- Manage finance and accounting activities, such as budgeting, accounts payable/accounts receivable, managing records and receipts, and reconciling daily, monthly, and yearly transactions
- Day-to-day office management including the management of third-party vendor relationships
- Planning and calendar coordination/scheduling
- Supporting AgriCapture team members
- Assisting in ad-hoc projects

Skill & Qualifications:

- Bachelor's degree required
- Three to five years of experience in a similar role
- Strong written and verbal communication skills; Able to communicate effectively with a broad range of professionals across the company and its stakeholders
- Organized, detailed-oriented, but resilient and flexible, with the ability to anticipate change, and to react quickly and efficiently
- Collaborative with a can-do attitude, ability to work as a team player who builds effective working relationships
- High level of integrity; ability to handle confidential and sensitive information with discretion

Preferred Qualifications:

- Knowledge of QuickBooks and Accounting
- Proficient in Microsoft Office suite



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Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical demands: While performing the duties of this job the employee will be required to walk; sit; use hands; use fingers; handle or feel objects, tools, or controls; reach with hands and arms; balance; stoop; talk and hear. Employee must occasionally lift and move up to 15 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust/focus. Specific hearing abilities required by the job include the ability to hear and interpret words communicated over the telephone.
- Work environment: While performing the duties of this job the employee may be exposed to weather conditions prevalent at the time. The noise level in the work environment is normally low moderate.

Performance Standards:

- Annual performance review including goals and objectives.

AgriCapture is committed to creating a diverse environment and is proud to be an equal opportunity employer. AgriCapture recruits, employs, trains, compensates, and promotes regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Please send a cover letter and resume to info@agricapture.com.