



Digital Operations Manager

Passiv, Inc (passiv.com)

Passiv is a fintech company that builds wealth management software for DIY investors investing at retail brokerages. We're a distributed team of personal finance enthusiasts striving to empower individuals to take control of their financial life. Our goal is to make it easier for users to manage their wealth without having to use spreadsheets.

Job Summary

Passiv is seeking a digital operations manager to work directly with the company's founders to help ensure that critical business functions are carried out in a distributed team environment. This is a cross-functional role that will involve working with other members of the team on special projects, performing data analysis on users at all stages of the marketing funnel, leveraging technology to establish and manage relationships with partners and affiliates at scale.

The ideal candidate should be naturally curious, analytical and be knowledgeable in personal finance. We consider it to be an asset if the candidate is already following DIY investing to save for retirement and special consideration will be given if the candidate is already a Passiv user.

This is a full-time position in a remote working environment however the successful candidate will be required to attend weekly manager meetings in person.

Responsibilities and Duties

- Review and become knowledgeable on Passiv's software and the personal finance industry
- Building financial models and assist in planning budgets
- Design, monitor and report on KPIs
- Managing and leading special projects related to Passiv's roadmap
- Building SQL queries to help answer critical business questions
- Participating in preparation and execution of strategic roadmap
- Responsible for sourcing and managing affiliates and partners
- Participating in marketing and growth experiments
- Analyzing ROI on investments on marketing and product development

Qualifications and Skills

- Experience using Microsoft Excel, SQL databases and survey tools
- Critical thinking, data-analysis and interpersonal skills



- Experience making data-driven decisions
- Project management and facilitation skills
- BBA in Business or Marketing

Passiv is an equal opportunity employer and all interested parties can send their resumes to jobs@getpassiv.com.

This internship is funded by the Government of Canada under its Digital Skills for Youth (DS4Y) program. DS4Y, an initiative from Innovation, Science and Economic Development Canada (ISED), provides an opportunity for youth to gain valuable training and work experience needed for today's digital economy.

For more information about the DS4Y program in New Brunswick, please visit

<http://www.cybernb.ca/DS4Y>

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