

Bimotal Business Operations Specialist

[Bimotal Application Submission](#)

The Company

Bimotal was founded in 2019 to develop innovative micro-electric powertrains for right-sized personal vehicles. We are a group of Tesla, startup, and bike industry alumni working towards our mission of reducing barriers to car-free mobility. In addition to our direct-to-consumer product, Elevate, an easily retrofittable and removable powertrain that converts disc-brake bicycles into e-bikes, we have also partnered with vehicle OEMs (bikes and other micromobility vehicles) to provide them with high-performance powertrains specifically designed for their needs. Bimotal is positioning itself as a technology company with the aim of making the best microelectric powertrains in the world, and eventually, the best personal-sized electric vehicles. Come join us in building the future of transportation.

The Job

As a Bimotal Business Operations Specialist, you'll play an integral role in fortifying the operational efficiency of the company. Your engagement will span various domains from marketing to accounting, offering you a holistic experience in business operations. From streamlining processes to enhancing our documentation, you'll delve deep into the intricacies of our operational landscape. You will also take on a role of storyteller, and shape the public perception of Bimotal with your creative prowess and content creation.

Responsibilities:

- Operations:
 - Support Bookkeeping including Payroll, A/P and A/R
 - Collaborate with the Bimotal team to understand ongoing processes and strategize to streamline, create and improve processes and automation
 - Inventory Support and Management
 - Compliance Support
 - Facilities Support and Organization
 - Human Resource Support
 - Organize google drive file structure, keep documents and coworkers organized
- Marketing:
 - Content Creation (Social Media Focus), Website Refreshes
 - Analytics on marketing effort performance
 - Website updates and edits
 - Staging of people and products for relevant photoshoots
 - Event Support
 - Edit, proofread, and improve documentation--specifically around installation and marketing content

- Sales and Installation Support
- Manage relevant databases (some marketing related)

Qualifications

- Excellent reading, writing, and organizational skills
- Photography and videography skills
- Photo and video editing skills
- Experience with Quickbooks. Some level of experience managing books or regular payables, budgets, or similar
- Strong basic math skills
- Photoshop, Adobe or similar photo editing software
- Ability to create clean and typo-free PowerPoint presentations, organized spreadsheets with basic functions, both MS Office and Google Suite proficiency
- Get-it-done attitude and extremely self-driven and motivated
- Preferred-proficiency in social media content (IG, YouTube, TikTok, FB, LinkedIn)

Logistics

Please fill out a [Bimotal Application Submission](#) to apply for this position. This is a hybrid full-time position, depending on student availability. Our office is in a beautiful location and is walking distance to many great lunch spots (2 blocks to our favorite burrito spot, Picante), Amtrak, and BART.