



We're hiring!

Operations Manager Opening

We're hiring a Full-Time Operations Manager at Bespoke (Hybrid; compensation starts at \$85K + incentives).

Bespoke is growing, and we're looking for a highly organized, proactive, and execution-focused Operations Manager to work directly alongside our COO.

This is an opportunity for someone who thrives behind the scenes bringing structure, clarity, and follow-through to a fast-moving, high-touch environment and wants to play a central role in how a business actually operates day-to-day.

About the Role

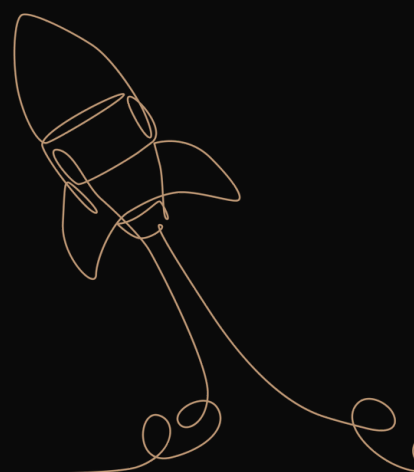
Operational excellence is foundational to Bespoke's ability to create order from chaos to serve our clients and scale thoughtfully. In this role, you will act as the operational anchor of the firm, ensuring that vendors, systems, and workflows are coordinated, organized, and running smoothly.

You'll work closely with the COO and across the broader team to coordinate execution, manage critical processes, and reduce operational friction across the business.

If you take pride in making things run smoothly, anticipate needs before they arise, and want to play a key role in how a business functions behind the scenes, this is a unique opportunity to do that at a high level.

The successful candidate will spend significant time in-office in Evergreen, Colorado.

[BESPOKEGROUP.IO](https://www.bespokegroup.io)





What you'll do:

- Own coordination across external partners, ensuring work is aligned, timely, and executed to a high standard
- Build and manage core operational workflows so processes are structured, repeatable, and scalable
- Maintain accuracy and integrity of key financial and operational data, ensuring information is organized, accessible, and proactively delivered
- Execute on leadership priorities by managing coordination, tracking, and follow-through across key initiatives
- Ensure work progresses consistently without requiring reminders, check-ins, or escalation
- Create structure across the business by building systems, documentation, and workflows that reduce friction and improve execution
- Identify inefficiencies, risks, and breakdowns in execution, and implement improvements that increase clarity and consistency
- Own the in-office operating environment and coordinate in-person team events, ensuring a seamless and professional experience
- Continuously refine operational systems and processes as the business grows

What we're looking for:

- 2–6 years of experience in operations, executive support, office management, or similar role
- Strong organizational skills and attention to detail
- High ownership mindset. You take responsibility for outcomes, not just tasks
- Ability to manage multiple priorities, workflows, and stakeholders simultaneously
- Clear and professional communication skills
- High level of discretion when handling sensitive information
- Systems-oriented thinking. You naturally create structure and repeatability
- Comfort working in a dynamic environment where priorities evolve



What we offer:

- \$85K+ base (commensurate with experience) + short-term incentive compensation
- Hybrid work environment (Evergreen, CO)
- High-trust, low-ego, distributed team
- Direct exposure to firm leadership and business operations
- An opportunity to take ownership of how a growing firm runs day-to-day
- A chance to build systems and processes that have real impact

How to apply:

Submit your resume and a short cover letter to careers@bespokegroup.io. We'll review applications on a rolling basis.

Know someone who fits? Send them our way or apply directly.