



We're **hiring** an **Operations and Automation Specialist**

Help reduce friction
across tools, teams,
and time zones.

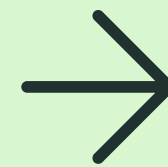
💰 \$108,584 - \$139,952 USD

💛 Generous benefits

📅 4-day work week

🌐 Fully remote

WHAT THIS ROLE IS ABOUT



Own our company operating system as a remote, global team.

As AI reshapes the nature of work, we see an opportunity to:

- Remove friction from daily work
- Use automation and AI thoughtfully
- Build operating systems that help scale our level of transparency, trust, and care



You'll help us shape a calmer, clearer way of working.

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MEET THE TEAM



You'll work cross-functionally, sitting primarily on the People Team and in the Operators group.



Caro
Chief of Staff



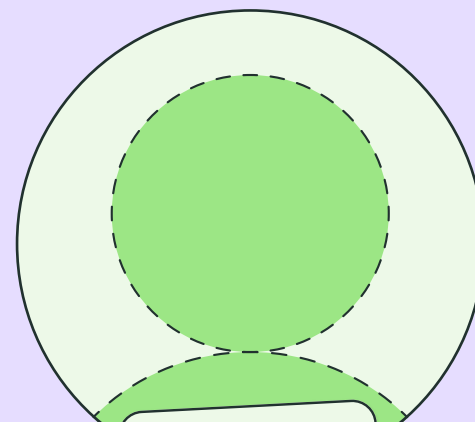
Jenna
Sr People Ops



Luke
Sr Hiring Specialist



Jenny
VP of Finance and Ops



You!



This could be you!

WHAT YOU'LL OWN



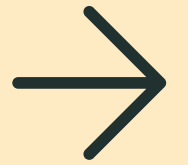
This is a hands-on role where you'll help:

- ✓ Improve teamwide communication flow and documentation
- ✓ Own and evolve our Notion space and information architecture
- ✓ Take a bird's-eye view of our tools and streamline across teams
- ✓ Build thoughtful operational health dashboards
- ✓ Support adoption of automation and AI tools in a thoughtful way



You'll help put the "Organized" into "Organized Chaos"

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We scale with flexibility.

- ✓ Default to async, documentation, and context-sharing
- ✓ Add structure where it helps, keep autonomy where it matters
- ✓ Try simple approaches first, then scale what works
- ✓ Use automation and AI strategically, balancing efficiency with quality



You'll keep trust, clarity, and psychological safety at the center.

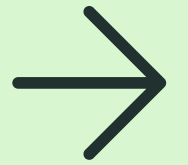


You'll work across tools and systems like:

- ✓ Notion, Slack, Linear, and internal dashboards
- ✓ Cultural & informational rituals
(All Hands, team newsletter)
- ✓ IT and Tooling (permissions, contracts, security)
- ✓ Automation and AI tools like Zapier, Make, n8n, Retool, ChatGPT, and Claude



You'll connect dots across systems so work moves smoothly.



You'll thrive here if you:

- ✓ Love tinkering and turning ideas into working solutions
- ✓ Think in systems, and have strong operational judgment
- ✓ Know when process helps, and when it gets in the way
- ✓ Are data literate and can turn metrics into clear narratives
- ✓ Write clearly, and make documentation easy to navigate



You care deeply
about people
and culture.

APPLY AND JOIN THE TEAM

Build systems with care

Buffer is a kind, caring team that values optimism, transparency, and experimentation.

This role will help us adapt to a changing workplace, and shape our version of it.



Apply now at buffer.com/journey