

**Startup technology information management & consulting firm seeking part-time consultants with previous professional workplace experience.**

*Have you have been out the workforce for a few years - perhaps starting a family?  
Contemplating retirement - but want some part time work that makes a difference?  
Desire part time work with - scheduling flexibility - to improve work / life balance?*

*Want to be part of a brand-new cutting-edge industry? - Do you thrive off creating operational efficiencies that did not exist before? – Read more below, and if this is intriguing to you email*

*[matt@xop.ai](mailto:matt@xop.ai) with your resume.*

Showcase your business acumen – **control your own schedule – part time work** - and work for an **exciting technology startup** with an important mission!

**xop.ai helps businesses and non-profit organizations better organize their files and other digital property so that their employees can quickly find the data, even when they don't know where to look.**

**We are looking to hire and train consultants, with previous business management experience**, to implement our data management system. This involves 1:1 leadership interviews within a customer, identification of critical data, and inputting that information into the xop.ai database.

Once our work is done, **staff can easily search for that data, much in the same way we use google as a search engine.** In short – you will help our clients access their important data, procedures, policies in a simple to use search engine that requires no training to use.  
**Sound interesting?**

If you previously have worked as an Office Manager, Executive Administrative assistance, Project Manager, Human Resources manager, or another operationally related position – this may be an interesting role for you.

**Solid candidates will possess the following attributes:**

- 5+ years of experience in a professional workplace
- Operational leadership experience
- Great organizational skills
- Amazing follow up & documentation skills
- Comfortable interviewing Executive leadership
- Ability to probe, ask leading questions, to uncover hidden (yet important) information.

xop.ai is a start-up led by Matt Ruck, former CEO of designDATA, an award winning / leading Managed Services Provider.

Matt has learned throughout the years that the number one IT problem plaguing most businesses is that information is everywhere, and the company's employees don't know where to go to find it.

Network shares, cloud storage, Sharepoint, websites, it's all over the place. Compounding the situation is document obsolescence (working off an old version) and intellectual property loss (employee leaves).

Today, there are very few effective processes to govern document control – because there is no “librarian” keeping control of all the data.

**xop.ai solves this problem with a combination of people and technology.**

The people, potentially you, are our consultants who help manage an information classification system that is unique and customized to each of our clients. This structure – what we call a taxonomy – categorizes where data is stored. Once we determine the best customized taxonomy, we interview our clients to determine the answers to three questions:

1. What is the important data?
2. Who within the company is the custodian of that data?
3. And finally, where does it reside?

And then we simply build out a database that includes the data taxonomy, questions, and answers. We publish it to the xop.ai system, and then anyone within the company can ask questions, in any way they like, as a message in Microsoft Teams.

**If this position sounds intriguing to you, send your resume to [matt@xop.ai](mailto:matt@xop.ai)**