



Operations associate manager

We are looking to hire a visionary Operations assistant director to oversee our company's operational processes, and to ensure a superb customer experience. The Operations assistant director will optimize our company's operating capabilities, employ strategies to maximize customer satisfaction, and manage marketing initiatives. The Operations assistant director will assist in compiling the company's budget and employ strategies to safeguard assets and stock. You will compile financial reports, and control financial policies and procedures. You will team up with management to implement business strategies

Responsibilities

- Design and implement business strategies, plans and procedures
- Set comprehensive goals for performance and growth
- Establish policies that promote company culture and vision
- Oversee daily operations of the company and the work of executives (IT, Marketing, Sales, Finance etc.)
- **Lead employees to encourage maximum performance and dedication**
- Evaluate performance by analyzing and interpreting data and metrics
- Write and submit reports to the COO in all matters of importance
- Assist COO in fundraising ventures
- Participate in expansion activities (investments, acquisitions, corporate alliances etc.)
- Manage relationships with partners/vendors

ITAPS s. r. o.

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Requirements

- Proven experience as team leader department manager or relevant role
- Understanding of business functions such as HR, Finance, marketing etc.
- Demonstrable competency in strategic planning and business development
- Experience in fundraising will be a plus
- Working knowledge of data analysis and performance/operation metrics
- Working knowledge of IT/Business infrastructure
- Outstanding organizational and leadership abilities
- Excellent interpersonal and public speaking skills
- Aptitude in decision-making and problem-solving
- BSc/BA in Business Administration or relevant field; MSc/MBA is a plus
- Nice to have – previous experience with software development or software architecture design
- Nice to have – experience with ISO certifications (27001 and 9001)

What do we offer

- Wage from 1600 eur/month brutto – based on the experience of candidate
- Opportunity to remote working
- Flexible working hours and the way you work by agreement
- Possibility to work part-time
- Opportunity to work in a young team
- Possibility of career growth
- High support for self-education - the possibility of choosing courses
- Possibility to try other projects within our company
- Opportunity to join in workshops and teambuildings

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- Multisport card
- Paid sick leave
- Motivating financial evaluation also taking into account individual results

If you are interested, send us your CV to kariera@itaps.sk. We are looking forward to possible cooperation!