

For our client, a start-up workspace rental, we, the invivo Group GmbH, are looking for an

## Operations Manager (w/m)

Salary: Attractive package  
Place: Berlin  
Start: As soon as possible  
Tenure: Full-time

### Tasks

- You plan and create building documents for all operational processes
- You are responsible for contract negotiations with different suppliers
- You write the house rules according to the guidelines for cooperations
- You create maintenance protocol for all systems (e.g. cooling and lighting system)
- You coordinate delivery dates and ensure the availability of consumables
- You train the community management
- You are responsible for the success of the building operations
- You are optimizing the running processes based on KPIs
- You make your decisions according to existing data and metrics
- You compile punch lists and remedy deficiencies with the project management
- You set the sales goals and strategy
- You are conducting site tours and closing new memberships
- You plan and execute opening parties of new locations

### Ihr Profil

- You have provable working experience, a university degree in business or economics is an advantage
- Your English and German skills are excellent
- You have extraordinary communicative and personal skills
- You are resilient, responsible and service-minded
- You work independently and structured

Are you interested? Please send your CV and your qualifications to  
[recruiting@invivo-group.de](mailto:recruiting@invivo-group.de)

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