

Operations Manager

The ideal candidate will have an ability to create and maintain an efficient system of operation to support the business needs. The candidate should be comfortable multitasking and working cross-functionally with different business units. The ideal candidate will have previous experience in related fields.

No headhunter desired!

Responsibilities

- Establish and maintain business standards for accuracy, productivity and reliability
- Manage the daily functions of the business
- Prepare annual performance review and reevaluate processes
- Ensure regulatory, compliance and legal rules are followed

Qualifications

- 3+ years of experience in a similar role
- Proficiency with Microsoft Office
- Strong organizational and communication skills
- Strong ability to multitask
- Comfort working with multiple groups within business
- German and English is a must

Seniority Level

Mid-Senior level

Industry

- Information Technology and Services
- Computer Software

Employment Type

Full-time

Job Functions

- Information Technology
- Customer Service

Contact Address:

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