



# READY FOR A NEW CHALLENGE?



We are looking for a

## Head of Operations Centre (m/f/d) - Kiev, Ukraine

### WHO WE ARE

Triple A Internetshops GmbH is one of the leading e-commerce companies in Europe and serves over 18,000,000 customers and employs more than 500 people worldwide. This includes online shops like [www.bilder.de](http://www.bilder.de), [www.druckerzubehoer.de](http://www.druckerzubehoer.de), [www.eis.de](http://www.eis.de), as well as a multitude of other shops and activities. Triple A is committed to consistently striving for growth and optimization across all business activities, and sees this commitment as a fundamental component of our economic success.

### WHAT WE OFFER

At Triple A, we're proud to be a young and dynamic team that delivers on a range of exciting, challenging and far-reaching projects. In this role, you would collaborate with our experienced German development team and business units in an agile environment. In addition to our positive work culture and a range of flexible work schedules, we are also committed to regular culture-building activities such as sports and cultural team building activities leading to a warm, family-like environment where our employees feel supported and valued.

### ABOUT THE ROLE

- Management of the operations center in compliance with the agreed objectives and legislative requirements, to include:
  - Human Resources and staff administration (incl. hiring and terminating staff, interviews new staff monitoring, labor contracts, motivation, bonuses, etc.)
  - Facilities Management, including providing all administrative
  - Managing information and policy systems, including data control, vacation plan, duty travel preparation and control, training control, working hour control, salary accounting, bank transfers, etc.
  - Managing day-to-day finances, including managing cash-on-hand and bank reporting (providing management with bank statements and financial reports on monthly basis)

- Managing and reporting on key indicators of performance for the company as a whole, to both internal and external stakeholders
- Preparation and coordination of the control of management and accountability of the service providers, ensuring that all contracted duties are met on-time and on-budget
- Closely managing relationships with the Heads of Departments of Triple A, as well as the Executive Board of the parent company
- Ensuring an agile working environment for the software development team

### ABOUT YOU

- Graduate degree in business administration or similar experience
- Profound experience of managing an agile team in an e-commerce company
- Knowledge of staff management and accounting principles
- Experience in dealing with a foreign parent company
- Native or fluent English language proficiency, both written and verbal (C1 level or higher)
- Excellent communicator at various levels and to different audiences

### HOW TO APPLY

To apply, send your cover letter (including salary expectations) and resume to [recruiting-kyiv@aaa-gth.com](mailto:recruiting-kyiv@aaa-gth.com), using the subject line "Head of Operations Centre (m/f/d)."

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