



READY FOR A NEW CHALLENGE?



We are looking for an **Operations Manager (m/f/d) - Kiev, Ukraine**

WHO WE ARE

Triple A Internetshops GmbH is one of the leading ecommerce companies in Europe and serves over 18,000,000 customers and employees more than 500 people worldwide. This includes online shops like www.bilder.de, www.druckerzubehoer.de, 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 culturebuilding 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

- Build all the operation processes from the scratch 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 (ordering of equipments, looking for it's service in-time, providing all administrative documents, rent staff, etc.)
 - Managing information and policy systems, including data control of: vacation plan, duty travel preparation and training control, working hours, salary accounting, bank transfers, etc.
 - Managing day-to-day cash-flows, including managing cash-on-hand and bank accounts
 - Prepare reports for the management on the on the office needs spendings, on a monthly basis
- Managing and reporting on key indicators of performance for the company as a whole, to both internal and external stakeholders

- Create, coordinate and manage system of 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 a comfortable working environment for the software development teams (perks, benefits tools, software, hardware, according to company policies)
- Manage company risks according the law changes

ABOUT YOU

- Graduate degree in business administration, economics, management or similar experience
- Profound experience in building processes from the scratch
- Experience in a similar position in an IT company (in an e-commerce company will be a plus)
- Knowledge of accounting principles, operation processes and how it is built from scratch
- Experience in dealing with a foreign parent company
- Native or fluent English language proficiency, both written and verbal
- Excellent communicator at various levels and to different audiences
- Agile mindset
- Work experience in an IT startup company will be a plus

HOW TO APPLY

To apply, send your cover letter (including salary expectations) and resume to Tetiana.Zatonatska@aaa-gth.com, using the subject line "Operations Manager"

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