



Yunus Environment Hub (YEH) is looking for an Operations Manager (m/f/d)

We are looking for a full-time Operations Manager (m/f/d) who will be responsible for overseeing the daily operations of the organization, ensuring efficient processes and a productive work environment. The successful candidate will be based in one of our offices in Berlin or Munich, in Germany (partly remote possible) commencing in September 2024.

Yunus Environment Hub (YEH) is the global social business network that creates and promotes solutions to the pressing environmental problems of our time. Co-founded by Nobel Peace Prize Laureate Prof. Muhammad Yunus, YEH's vision is to create a World of Three Zeros: Zero Poverty, Zero Unemployment, and Zero Net Carbon Emissions. To achieve this vision, we support, design, and implement social business solutions that solve environmental problems in a financially self-sustainable way.

We are an international team of passionate experts with backgrounds in engineering, business, social and political sciences, environmental sciences, or economics. We strongly believe that social business is one of the most effective solutions to address the triple planetary crisis. Although our daily work can be challenging at times, we are convinced that every single person has the potential to contribute to redesign our economy. Together, we make the impossible possible.

What You Will Be Doing

This position involves overseeing administrative functions, logistics, human resources, and program support. The Operations Manager will work closely with senior management and program staff to align operational activities with the organization's mission and objectives, ensuring compliance with policies and regulations.

Key Responsibilities:

Operational Oversight:

- Manage the daily operations of the organisation, including administrative, HR and logistical functions.
- Develop, implement, and maintain operational policies and procedures to ensure efficiency and compliance with organizational standards.
- Coordinate and support the execution of projects and programs, ensuring alignment with strategic goals.

Human Resources and Team Management:

- Oversee HR functions, including recruitment, onboarding, performance management, and employee relations.
- Ensure the development and implementation of staff policies, including benefits administration, training, and professional development.
- Foster a positive and inclusive work environment that aligns with the organisation's values and mission.

Logistics and Procurement:

- Manage logistics for programs and events, including travel arrangements, accommodation, and equipment procurement.
- Oversee the procurement process, ensuring compliance with procurement policies and best practices.
- Manage inventory and ensure proper storage and distribution of supplies and equipment.

Compliance and Risk Management:

- Ensure compliance with local laws, regulations, and organizational policies.
- Identify and mitigate risks related to operations, including security, legal, and financial risks.
- Develop and implement safety protocols and crisis management plans.

Program Support and Coordination:

- Support program teams in planning, implementing, and monitoring projects.
- Coordinate with program staff to ensure that operational resources are available and utilized effectively.
- Monitor program activities and provide logistical and administrative support as needed.

Reporting and Communication:

- Prepare regular reports on operational performance, financial status, and program activities for senior management and stakeholders.
- Maintain open and effective communication channels within the organization and with external partners and stakeholders.

What You Should Bring

- **Education:** Bachelor's degree in Business Administration, Nonprofit Management, Public Administration, or a related field.
- **Experience:** At least 5 years of experience in operations management, preferably in the nonprofit sector.
- **Native German speaker** and fluent in English
- **Skills and Competencies:**

- Strong leadership and team management skills.
- Excellent organizational and multitasking abilities.
- Proficiency in financial management and budgeting.
- Experience with HR practices and regulations.
- Strong communication and interpersonal skills.
- Proficiency in relevant software and tools, such as MS Office, accounting software, and project management tools.
- Personal Attributes:
 - Committed to the mission and values of the organisation.
 - Detail-oriented and able to manage complex tasks.
 - Adaptable and capable of working in diverse and dynamic environments.
 - High ethical standards and integrity.

What We Offer You

- The opportunity to contribute to the success of projects with a strong purpose and direct impact
- A dynamic, international team of passionate professionals from various disciplines
- Immersion in a diverse work environment in the field of environment and social business
- A high level of responsibility and development opportunities from day one
- A combination of home office and productive office environment
- Access to a fully equipped coworking space with regular shared meals and networking opportunities
- 30 + 2 annual leave days

Statement on Diversity, Equity and Inclusion

Yunus Environment Hub is committed to equal employment opportunities for all. We strive to provide a friendly, safe, and welcoming environment for all who work with us, regardless of gender, gender identity, sexual orientation, skin colour, disability, physical appearance, national or ethnic origin, marital status, age or religion (or lack thereof).

Apply now and support our vision towards a World of Three Zeros

We are looking forward to receiving your application including your CV, motivational letter, earliest starting date, salary expectation and certificates (if available). Please send your documents by e-mail to jobs@yunuseh.com (if you send documents in paper format, please take note that they will not be sent back). We will accept applications until **August 11, 2024**.

If you have any questions, feel free to contact our HR Team at jobs@yunuseh.com.