

Job opening - Operations Manager (f/m/d), Berlin-based, full or part time

Agora Energiewende is looking for an Operations Manager (f/m/d) for our Berlin office to setup, optimize and oversee our internal processes so that our fast-growing team can continue to deliver top quality work.

We are a mission-driven think tank, independent of government and business interests, looking to build the bridge between research and political decision-making.

As the world's energy systems are changing and renewable energy has moved from a niche technology to broad-scale adoption, we see the need to support local governments in navigating the technical, economic, and political complexities of the transformation. As an independent think tank, we develop evidence-based strategies for ensuring the success of clean energy transitions around the globe. We share knowledge with stakeholders in the realms of politics, business, and academia while enabling a productive exchange of ideas.

Our team is multinational, multidisciplinary, and works across the globe with various partner organizations. This broad network calls for a great amount of organization and a stable setup. To strengthen our organizational backbone, we are seeking to hire an Operations Manager at the earliest possible starting date.

Operations Manager (f/m/d, Berlin-based, full or part time)

In this role, you work directly with our top management to build up and maintain a solid system and structure on which the organization may continue to grow. The position is responsible for the smooth running of the organisation's operations, it will foster a global organisational perspective for our four offices and will ensure alignment with its objectives and strategy. With high level communication skills, a can-do attitude and a commitment to excellence, the successful candidate will implement and develop processes to grease the organization's wheels.

The responsibilities include

- Working with Agora's management team to ensure the smooth running of daily work and forward planning, i.e. serve as the meeting-point between teams;
- Developing, implementing and improving standards and tools for internal processes and procedures;
- Facilitating effective cooperation with team members working from Berlin, Bangkok, Beijing and Brussels;
- Coordinating knowledge management in collaboration with our IT team;
- Supporting Agora's management in the strategic development of the organization and with funders' relationship management; and

- Coordinating the organization's data protection efforts as the contact person for the external data protection officer.

We offer

- An opportunity to work in a highly motivated and professional team;
- Diverse experience, including professional relationships with colleagues and visitors from a variety of countries around the globe;
- Opportunities for professional growth and advancement;
- A comfortable office space in a central Berlin location, a work-from-home option, weekly breakfast, team events and other get-togethers with colleagues; and
- Full-time or part-time role.

We are looking for a new colleague with

- A university degree (in Business-administration or related fields) and a track-record of relevant work experience in comparable operational roles;
- Entrepreneurial mindset, can-do attitude and eagerness to make an impact in a growing organization;
- Strong organizational and analytical skills, with attention to the big picture as well as details;
- A passion for information and communication technology (ICT) and digitalised process operations;
- A confident, calm, practical and proactive outlook, and readiness to work on different challenging topics in parallel;
- Interest in data protection issues and knowledge of data protection basics (GDPR) ideally, an interest in climate change, energy policy and/or politics;
- Experience with working in multi-cultural contexts; and
- Native or near-native command of English (spoken and written) and German; other language skills are a plus.

Please submit your application through the form below. The deadline for application is October 18th, 2020.

<https://cloud.sefep.eu/apps/forms/2war5ntrCPRiWNgL>

When uploading your application, please create one single PDF file and use 'Surname_Name_Operations_Manager' as file name and please include a letter of motivation and your CV. For reasons of objectivity, we would like to ask you not to include an application photo.

Should you have any questions, please contact Bettina Gross (bettina.gross@agora-energiewende.de).