

# Operations Manager\*in

**Stellenanbieter:** Yunus Environment Hub

We are looking for a full-time

## Operations Manager (gn)

to take ownership of the organization's daily operations, lead the optimization of operational efficiency, process improvements and foster a positive, productive work environment that supports the organizational short- and long-term goals. The successful candidate will be based in one of our offices in Berlin or Munich, in Germany (partly remote possible) commencing 1. September 2025.

**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.

## Aufgaben

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 experience.
- In close collaboration with the Managing Director, lead the workforce planning efforts, including structuring the core team and proactively managing team structure and personnel changes to support strategic and operational objectives and positive personnel management that ensures talent retention.
- 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**

- Oversee and manage employee working conditions and set-ups, including contract management with co-working spaces, manage office inventory and ensure proper storage and distribution of supplies and equipment.
- 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.

## **Compliance and Risk Management**

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

## **Finance & Controlling**

- In close collaboration with the Finance Manager, manage organisation-wide financial planning and controlling mechanism.
- Oversee the verification and approval of expenses and invoices to ensure accuracy, compliance with company policies and overall budget as well as proper documentation prior to payment processing.

## **Program Support and Coordination**

- Support program teams in planning, implementing, and closing of projects, focusing on compliance and quality management.

- 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.

## Anforderungen

- Education: Master'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, DATEV, Personio 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.

## Benefits

- The opportunity to contribute to the organisational success and shape its development, with the possibility of being closely involved in projects with a strong purpose and direct impact
- A dynamic, international team of passionate professionals from various disciplines with an excellent team dynamic, flat hierarchies and a lot of room for your ideas and contributions.
- Immersion in a diverse work environment in the field of environment and social business
- A hybrid model of home office and productive office environment in a fully equipped



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coworking space – with access to an interesting network in the fields of impact and social innovation.

- Flexible working hours around the core working hours – we want you to be able to achieve a work-life balance that suits you.
- A high level of responsibility and development opportunities from day one.
- 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).

## Bewerbungsprozess

### 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](mailto: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 the position is filled and conduct interviews on a rolling basis.

If you have any questions, feel free to contact Romea, our Operations Manager at [jobs@yunuseh.com](mailto:jobs@yunuseh.com)

- **Anstellungsart:** Festanstellung
- **Arbeitszeit:** Vollzeit
- **Berufserfahrung:** > 5 Jahre

**Einsatzort:** Berlin, München, Deutschland

**Stellenanbieter:** Yunus Environment Hub  
Rheinstraße 109  
65185 Wiesbaden, Deutschland

**WWW:** <http://yunuseh.com>

**Ansprechpartner:** Operations Manager, Romea Brügger

**Online-Bewerbung:** [jobs@yunuseh.com](mailto:jobs@yunuseh.com)

**Ursprünglich veröffentlicht:** 28.07.2025

**greenjobs.de-Adresse dieses Stellenangebots:** <https://www.greenjobs.de/a100146756>