

**Job Title: Operations Manager**  
**Location: Munich, Germany**

**Company Description:**

Our company is a rapidly growing startup in the space industry based in Munich. We are working on developing innovative technologies to revolutionize space propulsion. Our team is passionate about pushing the boundaries of what is possible and we are looking for like-minded individuals to join us on this exciting journey.

**Job Description:**

We are seeking an experienced and proactive Operations Manager to support us in overseeing company operations, recruiting, people operations, and finance. In this role, you will be responsible for designing and implementing operational strategies, continuously improving quality through processes and driving growth. You will also work closely with the executive team to help with business strategy and objectives, interview and onboard new employees, and ensure basic compliance.

**Responsibilities:**

- Oversee all company operations activities including financial statements, budgeting, forecasting, and analysis.
- Design and implement operational strategies to improve productivity, and efficiency.
- Continuously improve quality in processes to ensure smooth and efficient operations.
- Monitor recruiting activities and work with hiring managers to ensure timely and effective recruitment.
- Analyze internal operations and identify areas for continuous improvement.
- Ensure basic compliance regarding people operations including payroll, benefits, and employee relations.
- Work with the executive team to help drive business strategy and objectives.
- Interview and onboard new employees, ensuring smooth transitions and positive employee experiences.
- Manage CEO's calendar, travel, and meetings, ensuring effective time management and prioritization.

**Qualifications:**

- Bachelor's degree in Business Administration, Operations Management, Human Resources, or a related field.
- 3+ years of experience in a similar role supporting executive management.
- Strong project management, analytical, and problem-solving skills.
- Knowledge of finance, accounting, and budgeting principles.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Experience with recruiting and people operations is a plus.
- Passion for space exploration and technology is a plus.

We offer competitive compensation packages, an employee share program, flexible working arrangements, and opportunities for career growth and development. If you are passionate about space exploration and want to work in a dynamic and fast paced startup environment, we would love to hear from you. Please apply with your resume and a cover letter.

Send us your application to [recruiting@neutronstar.systems](mailto:recruiting@neutronstar.systems)