



Job Title - Operations Manager

Location - emarsys

Duration - Full Time

In the past year emarsys has grown exponentially and is a leading Email Platform and Service Provider in the UK with hundreds of international clients and cutting-edge technology. Currently emarsys has offices in London, Vienna, Munich, Berlin, Paris, Zurich Hong Kong and Beijing. As part of its rapid expansion programme emarsys is now looking for an Operations Manager to drive its growth forward.

More than 900 companies worldwide are among our satisfied customers and send a combined volume of more than 3 billion emails each month using our email platform. We also manage the work for eBay globally, Vodafone, Coca Cola, Canon, Motorola, Honda, Burton, Playboy UK, Zurich Insurance, Deloitte and many more.

Responsibilities:

- Operational groundwork for New Markets Division
- Assisting COO in research, planning and setup of new offices
- Coordinating local legal, accounting and office space resources
- Assisting COO in creating blueprints and managing new office setup plans

Requirements:

- The ideal candidate would have had previous exposure in operations
- The right candidate will have strong legal and accounting knowledge
- The ideal candidate will have experience in dealing with international offices
- The right candidate will have excellent organisational and project management skills as well as high proficiency in Microsoft Excel,
- Fluency in additional languages a plus

What We Offer:

- A job with a dynamic and experienced team of professionals
- A company with an international outlook and a good market positioning
- A very fast growing business
- Competitive remuneration
- Laptop, Phone and paid expenses.