



Business Operations Manager

About us

Having created the world's first smart water system inspired by the natural water cycle, we are driven to reinvent the way water is consumed globally. Our solution allows users to create personalized mineralised water at home, giving them control over their drinking water while minimizing plastic waste. Our international team consists of members from over fifteen countries across five continents, combining engineering, business, marketing, and UX expertise.

Our product

By putting humans first, Mitte aims to change how water is consumed. We have created a smart kitchen appliance that turns any tap water into mineralized water. The process works in two simple steps. First, it purifies water with a proprietary distillation-based method. After the purification, the water is enhanced through a unique, patent pending mineralisation process, where purified water flows through a cartridge which contains several layers of mineral ingredients.

The Role

As our Business Operations Manager, you will work alongside the COO on very diverse areas. You will help Mitte become more efficient and plan and carry out projects that aim to close the gap between our current development stage and launch.

Responsibilities

- Improvement of internal processes
- Development of a concept for supply chain and logistics set up, which involves:
 - contacting partners and asking for quotes
 - analyzing offers from a strategic, operational and business point of view
 - selecting a partner and implementing supply chain
- Management of various projects needed for go to market
 - Regulations and certifications: research and identify requirements in different markets, understand process, and project manage the activities needed until certification is granted
 - Project management of packaging creation, in collaboration with internal product and design team, and external partners such as fulfillment providers.
 - Other legal and operational aspects of the product: product manuals, claims, returns, etc.

Requirements

- Previous experience on operations or similar position, ideally for hardware companies
- Excellent skills in building relationships and partnership with suppliers, business partners, etc.
- Outstanding project management and analytical skills
- Good balance between strategic thinking and a hands on approach
- Being able to quickly gain an overview over complex problems and propose and implement pragmatic solutions



- Able to work independently and proactively, taking ownership of projects and completing them on time and on scope
- Excellent communication and interpersonal skills
- Enjoys working in ever changing international (and sometimes a bit chaotic) startup environment
- Excellent written and verbal English skills, German is a plus
- Plus: previous experience with operational excellence, agile methodologies, change management, product certifications.

What we offer

- Flexible working hours
- 28 vacation days
- Modern office in central Berlin
- Competitive salary
- Shares in the company

Please send your CV and related documents to HR@mitte.co with “**Business Operations Manager** **_YOUR LAST NAME**” as the subject line.