

Job Description: Operations Analyst/Associate (full time)

Location: Berlin

About Us:

Burda Principal Investments (BPI) is a leading growth VC with international coverage. We back world-class, consumer-facing digital technology companies driven by our deep market expertise in areas such as marketplaces & platforms, fintech, cybersecurity and AI. BPI is an active and supportive investor, and we bring operational experience, hands on value-add and integrity to all our investment activities. Our portfolio includes successful start-ups such as Vinted, Nord Security, Bloom & Wild, Aleph Alpha, Carsome & BillEase.

Our international team of 25 professionals operate from Berlin, Munich, London, and Singapore. Born out of media and tech company Hubert Burda Media, we leverage a vast network of global expertise and assets. At BPI, teamwork is at the core of our success. We foster a culture of curiosity, challenge, and continuous learning and are willing to go to great lengths to arrive at the right investment decisions.

Your role:

We are looking for a full-time Operations Analyst/Associate to join our team in Germany and play a crucial role in enhancing BPI's operational and investment processes. Your efforts will ensure the efficiency and success of strategic initiatives, internal operations, our fund investment portfolio, and drive our important ESG strategy. We're looking for an energetic, self-motivated individual with a proactive mindset and a meticulous attention to detail.

Your responsibilities:

- **Fund Investments Management:** Help manage our fund of fund investments portfolio, including due diligence, onboarding, performance analysis, and liaising with fund managers to align investment objectives.
- **Sustainability & ESG Initiatives:** Lead sustainability and ESG efforts within our team and across our portfolio companies; driving initiatives, conducting analysis for our annual ESG report, and integrating ESG principles into our investment framework.
- **Talent Acquisition & Development:** Oversee recruitment processes, from managing outreach to enhancing onboarding experiences, and contribute to a vibrant workplace culture.
- **Operational Excellence:** Implement efficient processes and systems to improve internal operations, managing projects that enhance organisational scalability.
- **Stakeholder Engagement:** Represent BPI and maintain strong relationships with internal teams, portfolio companies, and external partners to support BPI's operational and strategic goals.

Your qualifications:

- **First years experience** in relevant cross-faculty roles. Professional experience in operations and understanding of investment/ VC sector a plus.
- **Ability to thrive in fast-paced, dynamic working environments** with a variety of different tasks.
- **Takes ownership and responsibility** across a range of work verticals, operating with quick turnaround timelines and good stakeholder management.
- **Highly organised, diligent and detail focused** with proven experience in streamlining operational processes and smooth execution of projects and daily activities.
- **Team-oriented attitude**, capability to work well in distributed teams and in remote working environments.
- **Strong technical capabilities** working with the Microsoft suite (Excel, PowerPoint etc.)
- **Outstanding written and oral communication skills** to communicate across diverse teams and with a variety of different stakeholders.
- **Fluency in English and German**, capable of engaging effectively in both languages for diverse stakeholder communication.

What we offer:

- Joining our team means driving initiatives, creating impact and contributing to the success of our rapidly growing investment unit and the portfolio of companies we support.
- You will gain deep learning and hands on experience in dynamic processes, and access to a wide international network.
- As part of our commitment to your professional growth, BPI offers extensive development opportunities. This includes access to workshops, training programs, and the chance to attend relevant conferences, enabling you to stay at the forefront of industry trends and best practices.
- We offer various other employee benefits & schemes and competitive compensation for this type of role.

BPI is committed to providing equal opportunity within the hiring process and a respectful, safe, and welcoming environment for everyone who works with us, regardless of their gender identity and expression, sexual orientation, disability, physical appearance, race, age, or religion (or lack thereof).

To apply please send your CV to bpicareers@burda.com