
Operations manager

Job Description

CENTI (China-Europe Networks of technology and Innovation) is a cross-border platform helping European companies to explore opportunities in the China market and helping Chinese corporates with their innovation and overseas expansion. By doing so, we have developed three pillars: cross-border advisory service, China-EU technology, and innovation ecosystem, and innovation hub operations. We work closely with investors, entrepreneurs, governments and tech enthusiasts in both China and Europe to leverage the resources and maximise the potential, in order to build a solid, diversified and trustworthy platform.

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We are currently looking to recruit for an operations manager for our innovation space in Brussels. As operations manager, you will be responsible for managing the day to day operation of the space. This includes communicating with suppliers, partners and dealing with ad hoc requests from members. You are also expected to work closely with the memberships team to support their efforts to attract more members; where you are also responsible for meeting company KPIs

By taking on the role as an operations manager, you are also expected to work together with the finance department to establish and monitor income and expenditure budgets for the space, including budget estimates for future operational activities. You are to identify options for the space in the most economical way.

The successful candidate will have experience of all aspects of operating an innovation space/building. He/she will have confidence in operating an innovation space; including evaluating and implementing changes as the needs of the business and members demand. If you enjoy working in a fast-paced environment, and you have the relevant experience, this role is suited for you.

Main Duties:

- Managing the day to day operation of the space
- Responsible for the communication with suppliers, partners and regulators
- Supporting and evaluate the progress of projects; such as the quality and success of events. Provide ad-hoc reports when required.
- Responsible for negotiations and carrying out all communications with existing/new partners and suppliers. Also responsible for building and maintaining long-term relationships with them, in order to procure future business opportunities
- Responsible for the delegation, communication and receiving Chinese corporations'/government agencies when they arrive in Brussels – required to assist them with meetings and visits within the space.
- Work with the finance department to monitor and set income and expenditure budgets for the space/building
- Administrative duties on a daily basis

Key Skills and Competencies

- Has previous experience of managing an innovation space/building
- Good commercial awareness and communication skills
- Strong interpersonal skills with both clients and internal teams, as well as good time-management
- Strong planning skills: diligent, numeric, independent and has a systematic approach to work
- Has the ability to identify potential business development opportunities, and has the pro-activeness to follow up accordingly
- Strong administration skills, able to prioritise multiple tasks with a meticulous eye for detail



- Able to work well and efficiently under pressure
- Must be IT literate, with strong MS Office skills
- Ability to work independently as well as within the team
- Advanced level in English required, Mandarin and French preferable
- Minimum Education: Bachelors

Experience:

Operation Management: 1 year (Required)

***** PLEASE NOTE YOUR VISA STATUS BEFORE APPLYING*****

Job Type: Full-time