



We are the leading digital growth company specializing in Search Engine Optimization and Lead Generation. Our teams in Madrid, New York and Vienna develop online strategies for our renowned, national and international clients and implement them. With our innovative lead generation platform, we optimize traffic, conversion, and revenue for our clients. For our growing, international team in Madrid we are looking for a

Head of Operations/COO

The responsibilities of the Head of Operations/COO:

- Oversight of the day-to-day operational business in the Madrid office and handling of internal affairs
- Leadership of team leaders and their team members
- Interface with Business Development and the Consulting teams to balance growth with available resources as well as recruiting and training; forecast growth and grow team accordingly
- Interface with international offices in New York and Vienna and work on cross-country projects; continue to establish Madrid as Improove's hub for Southern EU and LATAM
- Short- and long-term financial planning, management and controlling of resources, utilization, and revenue
- Management of corporate responsibilities (Finance, HR, IT, Marketing/PR, Administration) as well as leadership of the office manager
- Contribution to the strategic development of the company as part of the management team together with the CEO, the Founders and the Headquarter in Vienna
- Close cooperation with the Headquarter in Vienna and implementation of corporate policies

Requirements for applicants:

- Relevant degree (business administration, economics, ...).
- Experience in working in a fast-paced digital and international environment; ideally work experience abroad
- Familiar with client service-oriented organizations in the digital/agency space
- Experience in team leadership and management
- Entrepreneurial thinking and hands-on mentality
- Analytical mindset, structured approach and ability to analyze and solve complex issues
- Strong communicator
- Empathy and commitment to lead and work with ambitious professionals
- Native Spanish, very good knowledge of English, both written and spoken

What we offer:

- A senior management position with a wide field of activities and scope for creativity
- A corporate culture with flat hierarchies, where learning, growing, and enjoying the journey together is paramount
- Multicultural team with the opportunity to work with and learn from Improovers in New York and Vienna
- Established in the market with big brand name clients and a lot of growth opportunity
- Flexible working (home office, flextime)
- Numerous fringe benefits

Join our team and email us at acuesta@improove.net

