

Operations Specialist

Level: Jun
Start date: Q4 2020/Q1 2021
Location: Zürich office
Percentage: 100%

Yokoy is a Swiss FinTech startup that leverages Artificial Intelligence to fully automate all expense- and company credit card processes to save time and money, prevent fraud, increase employee satisfaction and to allow for valuable data insights. Apart from the AI-based Yokoy expense management tool, we also offer the Yokoy Business Prepaid Mastercard to make business spending even easier and cheaper.

We are looking for an Operations Specialist to support the Chief Customer Officer (CCO) and the sales team with operational activities such as the preparation of offerings and proposals for global corporate prospects. Additionally, you'll be working with the Chief Financial Officer (CFO) on administrative tasks. The position is cross-functional. The Operations Specialist role is a crucial position for Yokoy as it ensures high quality standards and innovative thinking towards our customers and prospects and makes internal processes efficient and transparent 🚀

Your responsibilities

Working with the sales team (70%):

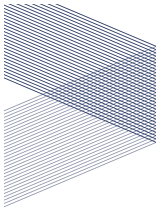
- Preparation of offerings and proposals (word/excel/powerpoint format) for corporate prospects typically based on official RfPs (Request for Proposals)
- Coordination of RFPs globally with all involved parties
- Management of pricing structure of Yokoy products and services including controlling activities
- Ad hoc support for Business Development Managers for sales collaterals and training for new joiners in the sales team

Working with the Finance/Operations team (30%):

- Management and calculation of sales commissions
- Tracking and reporting of Sales and Finance KPIs and other measures
- Office management tasks

What we are looking for

- At least 1+ year(s) of working experience as an Operations Specialist, Management Consultant, Sales Operations Manager or similar in the Consulting-, Startup- or Financial industry
- Interest in sales activities, prospect contact is a must
- Excellent knowledge of MS Powerpoint/GoogleSlides is a must
- Good working knowledge of MS Word/GoogleDocs and MS Excel/GoogleSheets is a must
- Basic experience in project management is a must
- Basic knowledge of Finance is a must
- Speaking English and German on professional level (at least C1) is a must



- Speaking French conversational is a big plus, all other relevant languages are a plus

Working at a startup means that you will be challenged constantly; You are able to multitask and know how to prioritize your tasks to achieve the best possible outcome together with your colleagues in Sales, Customer Happiness and other teams.

What you can look forward to

- FinTech startup atmosphere with a young team and an amazing company culture
- A highly engaging and fast-paced work environment where you make an impact on the product we build
- Incredibly nice colleagues, free coffee and snacks 😊
- Flexible working hours
- Competitive salary

This is important to us

Yokoy is an equal opportunity employer and we value diversity. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

Please send your complete application to recruiting@yokoy.ai with:

- CV
- A short explanation of the 1+ years of relevant work experience and how this would help you excel at Yokoy
- A short explanation why you would like to join Yokoy
- Additional links/information to any projects you are proud to share