

Burda...

...in good company.

Operations Analyst/Associate (m/f/x)

Berlin, full time, permanent

Burda Principal Investments (BPI) is a leading European growth investor, specialising in backing consumer-facing digital technology companies. With our deep market expertise in areas such as marketplaces & platforms, fintech, cybersecurity and AI, we provide not just funding but operational experience, hands-on value-add, and integrity in all our investment activities. Our diverse and successful portfolio includes companies like Nord Security, Bloom & Wild, Vinted, Skillshare, BillEase, and Aleph Alpha.

What you can expect from us...

- **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

What we would expect from you...

- 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 can offer you...

- Lots of creative freedom in the secure framework of a diverse, successful company, enable ambitious entrepreneurship, interdisciplinary networking and courageous innovations
- A wide range of benefits, such as company pension scheme, bicycle leasing program, health management, discounts at gyms, sabbaticals, pakadoo packing station
- Free magazines as well as discounts on magazine subscriptions including more than 300 brands in areas such as technology, fashion, sports and culture
- Personal as well as professional development through a wide range of internal and external training opportunities and coaching
- We take responsibility, contribute to the well-being of our society with our foundations and support you in your heart project with initiatives such as "Burda bewegt"
- 30 days of vacation, flexible working hours & work locations (by arrangement), up to 20 days of workation in EU countries for your ideal work-life balance
- Our employees are important to us: We offer you a permanent employment contract and encourage internal development
- A smartphone and a laptop for professional and private use

Join us.

Kontakt: Jana Schönwald, Recruiting Consultant

Bewerbe dich gerne unter burda.com/karriere oder melde dich bei uns: karriere@burda.com



www.burda.com/karriere