



Part/Full Time | Vienna, Austria

## OPERATIONS MANAGER (f/m/x)

**Legitary GmbH** provides a solution to audit streaming data and detect anomalies - in particular fraud. We validate music streaming & download data for labels, artists and music distribution companies and have the ultimate tool to gain control over streaming revenues. Become part of our mission to bring fairness and transparency to royalty accounting.

### JOIN THE LEGITARY TEAM

#### WE TRUST YOU WITH RESPONSIBILITIES

- Office Management: Organize and monitor office operations and procedures
- Support the executive management in:
  - financial & legal matters, reporting to authorities, fundraising
  - IP management
  - talent recruiting, human resources
- Supervise & manage funding programs
- Responsible for company website & social media
- Prepare materials, reports and presentations as requested
- Drive improvement of processes and implementing new tools
- Help scaling an early stage tech company to the next level

#### WE ARE LOOKING FOR

- Preferably degree in business or related fields
- Relevant experience in business operations
- Ideally, experience in managing public funding programs (e.g. FFG, AWS, ...)
- Excellent oral and written communication skills in English and German
- Exceptional administrative and organizational skills
- Excellent MS Office Skills and aptitude to learn new applications
- Affinity for Social Media platforms
- Interest in working in a start-up environment and passion for the music industry is a plus
- Reliable personality with high levels of integrity
- Strong Hands-on approach and team player
- Mission driven, hungry for impact & growth, motivated for constant learning

#### WE VALUE YOUR WORK WITH

- ❖ Being part of our mission to make the music industry a fairer & more transparent place
- ❖ Gaining insights into the global music industry
- ❖ International career opportunities in an expanding company
- ❖ Dynamic start-up atmosphere with a high scope for action
- ❖ Working closely with the founding members
- ❖ Highly motivated, energetic and professional team
- ❖ Competitive salary

BE PART OF OUR JOURNEY AND APPLY NOW: [careers@legitary.com](mailto:careers@legitary.com)

Complete application documents: cover letter, CV and certificates. Gross monthly salary according to Austrian collective labor agreement (1.590€ 38.5h/week, 14x/year) - overpayment corresponding to experience and qualification.

Female candidates are strongly encouraged to apply.

POSITION OPEN: FROM NOW ON

[www.legitary.com](http://www.legitary.com)