

09.03.2026 - ahk-all

Operations & Business Administrator (m/f/x) - AHK USA - San Francisco (GACC West)

 Full-time/Part-time: Fulltime

 Limited: No

 Location: San Francisco

Apply at:

<https://representative-of-german-business.breezy.hr/p/09c7a6d628c2-operations-business-administrator>

The German American Chamber of Commerce (GACC West) is part of the worldwide network of German Chambers of Commerce abroad. We support the economic interests of German companies in the US and pursue the mission to connect stakeholders and ideas in key industries, empower innovation journeys, and create economic opportunities for the transatlantic community. GACC West's programs support small and medium-sized companies (SMEs) on all issues relating to US market entry and expansion, as well as facilitate innovation journeys. Examples include week-long innovation programs to transfer Silicon Valley mindset and knowledge to German executives; delegations from advanced industries like smart manufacturing, mobility, biotechnology and cleantech to connect with potential customers and stakeholders; and customized programs for economic developers and state delegations.

As the Operations & Business Administrator you are the glue that keeps everything running smoothly day to day. The role is broad, hands-on, and impact-heavy, making sure things actually work. You translate strategy into execution by handling the operational backbone of the business, so leadership and customer-facing team members can focus on growth, customers, and service excellence.

About the position

- Handle invoicing, expenses, budgeting support, and bookkeeping coordination
- Work with accountants, payroll providers, banks, and service providers
- Track contracts, subscriptions, and cash flow basics

Operations & Process

- Keep daily operations running (office, tools, supplies, vendors, workflows)
- Set up and improve internal processes (from onboarding to invoicing)
- Spot inefficiencies and quietly fix them before they become challenges

People & HR Support

- Coordinate hiring logistics and onboarding
- Manage contracts, benefits, and employee documentation
- Be the go-to person for “How does this work here?” questions
- Support benefits administration and payroll

Business Support

- Prepare reports, dashboards, and internal documentation
- Support leadership with scheduling, follow-ups, and execution
- Coordinate cross-team tasks and keep projects moving
- Drive continuous operational improvement

Required qualifications

- Detail-oriented and extremely organized
- Comfortable wearing many hats and switching contexts fast
- Experience with process improvement
- Proven office management capabilities
- Practical Mindset: focused on solutions
- Ability to work on-site 2+ days/week (required)
- Bilingual German/English strongly preferred
- Systems proficiency (accounting software, CRM, project management tools)
- Proactive problem-solver with strong organizational skills
- 3-5 years experience in operations or business administration
- Accounting/bookkeeping software experience (QuickBooks, Xero)
- Background in nonprofit, chamber, or mission-driven organization
- Cross-cultural or international business experience

SUCCESS METRICS

90 Days: Financial operations running smoothly, office systems organized, 2-3 automation opportunities identified

1 Year: 3+ process improvements implemented, accurate financial reporting, proactive operations, streamlined HR processes, team well-supported

What we offer

- Join a multinational team and take ownership of your work.
- Enjoy opportunities for growth and personal development.
- 20 days of paid vacation per year plus 14 holidays.
- Comprehensive benefits package (health/dental/vision insurance, competitive 401(k) plan (after 1 year).
- 38-hour workweek with the possibility of two remote workdays per week.
- Salary range: \$85,000 - \$90,000 per year.

Note: In compliance with U.S. federal law, all persons hired must verify their identity and eligibility to work in the United States and complete the required employment eligibility verification document form upon hire.

You can apply via this link.