

HEAD OF OPERATIONS: IQS TECH FACTORY

About IQS Tech Factory

IQS Tech Factory helps develop the next generation of Industrial companies. This is done through IQS Next Tech, a unique acceleration program where hardware startups go from a functional prototype to first manufactured series. Also, IQS Tech Factory promotes promising tech ventures through IQS Tech Fest, Europe's first festival of Industrial startups.

Roles & Responsibilities

Reporting to the director of IQS Tech Factory, the head of Operations will be the prime interface for entrepreneurs and will be responsible for ensuring overall smooth operations of all products and activities, including the acceleration program, annual events and relations with stakeholders within the university. Below are more details in each product category:

IQS Next Tech: The Industrial Accelerator

- Scout for new hardware-based startups who could benefit from the acceleration program focused on manufacturing and Industrialization.
- Design and execute the acceleration program including classroom sessions, founder stories, mentor sessions, factory visits and other activities.
- Ensures appropriate logistics and materials for each of the sessions.
- Manage the relationship with the mentors.
- Assists in developing and monitoring program budget

IQS Tech Fest: The Festival of Industrial Startups

- Scout for new hardware-based startups to exhibit at the event
- Manage all logistics related to startups and volunteers

Other activities at IQS Tech Factory

- The head of operations needs to ensure a smooth execution of all operational activities within IQS Tech Factory on a daily basis.
- Recruit and engage volunteers from IQS community to help with different activities.
- Manage relationship with other departments within the university like Administration, stocks etc.
- Ensure office supplies are always available and make orders using the internal system whenever necessary.
- Manage all invoices and relation with different service providers.

Skills & Education Qualifications

- Previous experience having worked in a business incubator, a start-up advisory or any kind of entrepreneurial experience would be preferred.
- Graduate/Post-Graduate (preference for a business degree)
- Should have excellent communication and writing skills in the English language.
- This position requires team player with excellent marketing skills and a professional and positive attitude.

CONTACT:

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