

## Operations Manager (M/F)

Power Technology Research LLC (PTR) is a United States/Germany based bespoke market research company with a focus on power grid and e-mobility equipment market research. We are a very lean and fast-moving company, investing and/or pivoting to capture the most market demand possible.

We are looking for a full-time operations manager to remotely join our team and support internal operations across Finance and IT. This person will be responsible to keep accounting records and navigate any IT issues across the company with the goal of keeping our research teams working at full capacity.

### **What will you be doing:**

#### Finance

- Maintain the General Ledger and create monthly financial statements for review by management.
- Accessing bank and expense accounts on a monthly basis for entry into General Ledger.
- Collecting digital receipts and expense reports from all company members.
- Produce monthly VAT and payroll filings for USA, Germany, Pakistan.

#### IT

- Assign Microsoft licenses and setup IT permissions for new hires.
- Troubleshoot IT issues related Microsoft Office and SharePoint.
- Rudimentary application development via Microsoft PowerApps (JSON).

### **Who are we looking for:**

- Working accounting knowledge of both GAAP accounting standards with a bachelor's or master's degree in Tax, Accounting, or Finance.
- Practical experience with Microsoft Office (Excel in particular).
- Basic Microsoft SharePoint knowledge.
- Extremely high proficiency in English.

### **Your benefits:**

- Flexible working hours
- Experience working with international team
- Market competitive monthly salary
- Knowledge of how to run a completely digitized, international company

If you are looking for a challenging job which will show you what an Agile business is all about, please send you CV to [hassan.zaheer@powertechresearch.com](mailto:hassan.zaheer@powertechresearch.com). In case you have any questions, please do not hesitate to reach out.