



Welcome to **NEURA Robotics**, the innovator of the robotics world. Our goal is to equip collaborative robots with groundbreaking cognitive capabilities to enable safe and intuitive collaboration with humans. Under the leadership of founder David Reger, we have spent the first years of **NEURA Robotics** laying the foundations for humans and robots to work hand in hand.

"We serve humanity" is not just a motto, but our mission. Become part of our ambitious, international company and shape the future of robotics with us.

Welcome to **NEURA Robotics** - where innovation meets team spirit.

Your mission & challenges

As the Business Operations Associate for the U.S. NEURA team, you'll be the go-to person ensuring everything runs like a well-oiled machine. From building and streamlining day-to-day operations to supporting our team behind the scenes, your work is essential to our success. You'll collaborate across departments, interface with partners, and contribute to creating a top-tier employee experience in a dynamic and fast-growing environment.

- Ensure smooth daily operations and handle a wide range of administrative tasks.
- Serve as the point of contact for our PEO partner and external accountant, managing communications and requests.
- Coordinate travel, meetings, and event logistics for staff and executives.

- Assist in the preparation of reports, presentations, spreadsheets, and other key administrative deliverables.
- Assist in shaping and optimizing policies, procedures, and internal workflows.
- Handle internal and external communications across multiple platforms (email, phone, LinkedIn, etc.).
- Schedule meetings, take detailed minutes, and manage follow-ups and deadlines.
- Oversee tasks like expense reporting, office supply management, and day-to-day logistics.
- Manage import logistics and distributor coordination for our products.
- Facilitate internal meetings and team-building initiatives.
- Support legal, banking, and basic treasury tasks with external partners.
- Own the planning and successful execution of corporate events.
- Assist with recruiting and onboarding new team members.
- Provide a high level of support across departments – be the glue that keeps us running smoothly.

What we can look forward to

- 3+ years of experience in business operations, executive support, or project coordination within fast-paced environments
- Bachelor's Degree from an accredited college or university
- Excellent verbal and written communication skills in English
- Comfortable making fast, high-impact decisions in dynamic environments, balancing speed with thoughtful analysis and cross-functional input
- A systems mindset with a sharp eye for bottlenecks and the skills to build streamlined, scalable solutions.
- Able to anticipate the needs and requests of multiple stakeholders
- Proven attention to detail through prior work or life experience
- High level of accountability
- Exceptional self-starter with a proven ability to learn independently and apply new knowledge quickly, with minimal guidance.
- Comfortable navigating ambiguity while maintaining high-quality output.

- Advanced skills with Excel, Power Point, Teams boards and other Project Management skills
- Experience in navigating PEO platforms such as Trinet, AspenHR or Justworks are a plus
- Experience overseeing, modifying and updating budgeting and forecasting spreadsheets
- Strong emotional intelligence, active listening skills, and high level of empathy
- Calm, steady, organized, with the ability to be agile when needed
- A supportive team member who is eager to jump in and help

What you can look forward to

- Become part of an agile company, actively shape topics and benefit from flat hierarchies in a highly motivated team
- Enjoy an attractive salary, flexible working hours and 30 days of vacation
- The freedom to contribute your own ideas and drive them forward
- Celebrate successes together with company events
- Take advantage of our corporate benefits program
- And even more fun with great colleagues

Apply

We are looking forward to meeting you and shaping the future of robotics together. Are you in?

Couldn't find a suitable position? Please send us an unsolicited application.

We are always looking for passionate tech enthusiasts to help us revolutionize the world of robotics!



NEURA
ROBOTICS