



# Chief of Staff

(m/f/d)

Full time

Frankfurt (Germany)

€120-150k per year

Company shares (equity) optional

Perks included. Loot on top!

To continue striving for holistic excellence in our operations, we are seeking a highly capable Chief of Staff to join our leadership team. Alongside the CEO and COO, you will be a driving force in our organization and strategic initiatives. You will play a crucial role in moving from strategy to execution, from values to culture, and from efforts to results.

You are an exceptional leader with a dynamic blend of strategic conceptual understanding, project management expertise, and administrative prowess. Your role requires a strong, reliable personality with a sharp, forward-thinking mind that has keen attention to detail, and takes the initiative without losing sight of the big picture. Exceptional skills in organization, team administration and leadership are given. As Chief of Staff, you will champion our values, act on their behalf, propel our mission, and develop us as a team and an organization.

## Key responsibilities & tasks

### From strategic planning to execution

- Contribute significantly to the planning, development, and administration of organizational and team development initiatives.
- Work closely with the co-founders and executives to pull, push, and drive both our team and organization fearlessly forward into exceptional execution.
- Take proactive action to build and develop a stellar team that can compete with global champions—as we won't settle for anything less.

### Operational leadership, administration, and change management

- Drive operational excellence in collaboration with an exceptional co-founder and executive team, and foster a proactive, high-performance culture within the organization and the team.
- Lead change management projects, from defining organizational concepts and goals to resource allocation, implementation, and communication.
- Own, develop, administer, and operationalize all internal cross-team processes and tools to maintain a high-performance environment while moving through rapid business growth.

### Leadership in people and administration

- Uphold our strategic goals and embody our performance culture.
- Steer strategic HR functions by leading our culture and people management roles: Covering team growth, development (through initiatives like the Yatta Academy), activities, and tooling.
- Promote a vibrant and inclusive company culture that supports our vision and strategy—and fosters our company's core values and culture code.

### Strategic advisory and support

- Serve as a sparring partner to the CEO, the co-founders and top executives, offering support on all strategic and performance-related matters, and being instrumental in continuous improvements while executing projects and operations.
- Actively engage the whole team in our vision, mission, business, and markets—establishing Yatta as a thought leader.



## Required qualifications

### Basic education and skills

- A first-class degree, ideally from a top-tier business school.
- Exceptional organizational and communication skills with a structured thought process.
- Proven competence in handling complex issues and managing stakeholders.
- Fluency in English and German, both in writing and speaking.

### Relevant work experience and track record

- At least 2-3 years of experience in strategic consulting at one of the TOP5 firms, ideally at McKinsey or BCG.
- Experience in personnel management, business administration, organizational development, or change management is a must.
- Additional administrative or leadership experience in the VC-backed tech startup landscape (e.g., Rocket Internet or similar) is desirable.

### Personality and way of working

- Empathetic and goal-driven, demonstrating strong communication and negotiation skills in personal interactions.
- A leader with an eye for detail, who takes initiative, solves problems, and gets the job done.
- Embraces a generalist approach, aspiring to holistic excellence in all aspects of your work.
- A team player who can confidently navigate conflict, showing strong drive, commitment, and determination.

As the Chief of Staff at Yatta, your role goes beyond a mere job description—it's a calling. You will be the linchpin connecting strategy to execution and vision to performance, the administrative maestro with your finger on the pulse of our organization, and the leader who guides us towards success. This is a unique opportunity to shape our future and to translate our vision into operational excellence.

It's not just your qualifications that matter, but who you are and what you want to learn and achieve in the future.

Come by and get to know us. Drinks are on us! 🍷

# Come for the vision, stay for the team

## Top locations, prime equipment

Our offices in the hearts of Frankfurt and Kassel are designed to foster connection, collaboration and community.

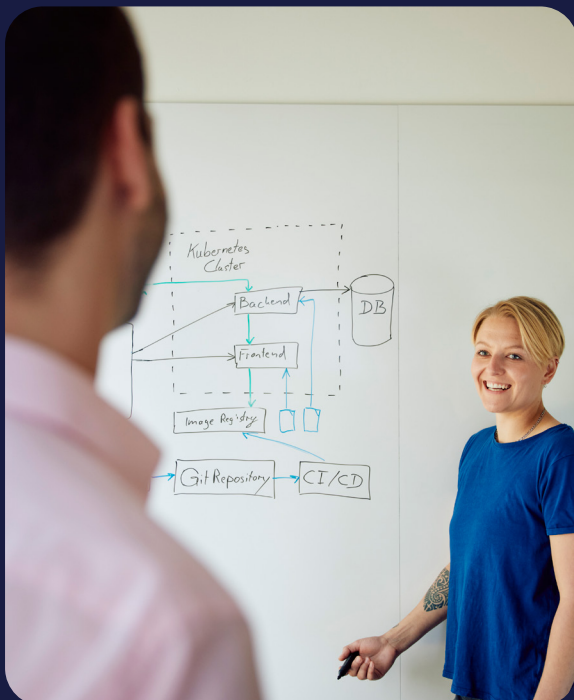
Together, we make sure we have the very best tools for our daily work—and when it comes to tech and equipment, we are picky.



Frankfurt



Kassel



## Teamwork on and off the field

Creativity and camaraderie are key to innovation. That's why in-person collaboration is at the core of how we work.

Outside the office, our Christmas and summer parties, and team events offer plenty of chances to connect with each other.

## Continuous improvement

Self-reflection and continuous improvement are an essential pillar of our work. It's important to keep learning and experimenting; have a spirited debate over coffee, borrow a book from our library and participate in our Academy to deepen your knowledge in tech, communication, design, economics and more.



## ...and we've got all the other perks and benefits

Flextime, fruit and fantastic coffee—not to mention our team breakfasts and parties—we have it all because someone like you took the initiative.

And if you need to relocate to join us, we support you through the entire process.





Yatta is a tech startup and software company located in Kassel and Frankfurt (Germany). We believe that software is changing the world for the better. That's why we strive to improve software engineering. Our mission is to enable developers by providing them with state-of-the-art tooling, for now and tomorrow.

### Locations

Office Frankfurt  
Bockenheimer Anlage 46  
60322 Frankfurt

Office Kassel  
Universitätsplatz 12  
34127 Kassel

### Contact

This search is conducted by **Heidrick & Struggles**.

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We are eager to meet you!