



## Recruiting a Chief Operations Officer

### About Poken:

Poken ([www.doyoupoken.com](http://www.doyoupoken.com)) is one of the hottest start-ups in Europe, with offices in London, Switzerland, and San Francisco. Selling in over 25 countries, your poken is “your social business card”, a cool designed USB device that allows you to share your contact details and social networking profiles like LinkedIn, Facebook and Twitter in real life.

With only limited viral marketing effort, Poken has attracted significant media attention around the world, including being featured in TechCrunch, Springwise, and most recently in an article about “the future of social networking” in Wired Magazine (July 2009), the only new name alongside Facebook, Myspace, Twitter, Flutter and LinkedIn. In a serious boost to our standing in the global Startup scene, Poken won the 2009 TechCrunch Europa award for Best Real World Gadget.

### About the Position:

The Chief Operating Officer is a newly created position that will be responsible for core activities within the company. As one of the most critical members of the management team, the emphasis of the position will be on operational activities of the company to help achieve ambitious growth goals. In addition to contributing at the executive level, our COO must have the experience and capability to assist with “hands-on” support where needed, since Poken is a small growing team that relies on employees that can multitask at all levels of the organization.

This is a fantastic opportunity for a decisive and proven leader, someone who has “done it before” in a similar environment, though perhaps as part of a fast-growing entity within a larger organization. We are looking for a candidate who relishes the opportunity of being part of a highly capable team, energized & driven by the dream of turning Poken into a billion-dollar company. This position is for someone who is willing to put all his energy towards achieving greatness.

The COO will be entering the company in a position managing an existing team of 3 people covering the following areas: Order-taking, production planning, logistics, customer service, procurement and manufacturing. In addition, the COO will be expected to interface with contractors handling Legal and HR matters for the company, worldwide. He will be expected to grow his team by 3 to 5 people over the course of his first 8 months to cover the additional requirements relating to the above tasks

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## Key Responsibilities:

- Responsible for the daily operations management of the company
- Build the organizational support and infrastructure needed to achieve operational effectiveness
- Partner with other executives to ensure projects are completed in a timely manner and within budget
- Participate with CEO & Board in the evolution of the Business Plan
- Provide strategic vision and planning as relates to Operations and Administration for a fast-growing company with expected revenues in the tens of millions of dollars
- Work in collaboration with an existing Chief Purchasing Officer to streamline procurement, logistics, and delivery of physical goods, worldwide. As such, prior experience in a position of responsibility relating to procurement/logistics will be highly valued.
- Be responsible for the evolution and integration of the company's ERP and accounting systems, used for production planning, sales forecasting, logistics and inventory control. Prior experience managing ERP and accounting/reporting systems like SAP, SAGE, and other CRM systems is a definite plus.
- Assist the management team in evaluating and planning international expansion of the company's operations, logistics, and support. He/She may rapidly be involved in complete planning and roll-out of overseas offices, and be expected to rapidly gain expertise in local customs, administration, legal and other matters in order to properly fill his role. International experience of a similar nature is expected.

The COO must have significant experience working in Switzerland, with the Swiss cantonal and federal authorities, as an important part of his mandate will be to negotiate / coordinate international hires requiring work visas, and establish favorable company tax status. **Fluency in French and/or German as well as English is a must.** The position is based in Lausanne.

Please reply to: [cool\\_jobs@doyoupoken.com](mailto:cool_jobs@doyoupoken.com) with COO in the title.