

INNOVATION FROM BERLIN: IQ Technologies for Earth and Space GmbH is an internationally operating high-tech company at the science location Berlin-Adlershof. Our automated forest fire early warning system IQ FireWatch ([iq-firewatch.com](http://iq-firewatch.com)) protects people, the environment and values on four continents; our systems for satellite communication IQ spacecom ([iq-spacecom.com](http://iq-spacecom.com)) orbit the earth.

We would like to extend our IQ Team by hiring a

## **Process and Quality Manager (m/f/d)**

Full-time

### **Tasks**

- Independent maintenance, implementation, and further development of the company's quality management system (ISO 9001)
- Participation in the planning, control, and optimization of business processes in coordination with management
- Active process support within the company, instruction and training of employees
- Documentation of company processes
- Support of company and internal audits
- Ensuring compliance with legal, regulatory, and internal company requirements (e.g. coordination with external occupational safety specialists)
- Participation in the possible introduction of an information security management system (ISO 27001)

### **Your Profile**

- Completed studies or similar qualification with a strong focus on quality management
- Career starters with an independent and thorough working style are also welcome
- Basic experience with ISO 9001 required; basic knowledge of ISO 27001 desirable
- Strong interest in the development and implementation of business processes
- Technical understanding and solution-oriented approach
- Resilience, reliability, and ability to work in a team
- Ability to identify, analyze, and solve problems
- Strong communication skills in German and English
- Strong communication skills across different levels of the organization
- Very good Microsoft Office skills, including MS Visio

### **We are offering**

- Long-term and secure employment in an internationally operating company with 25 years of market experience in the high-tech sector
- Exciting and diverse tasks in the fields of space technology and green tech
- A dynamic medium-sized company with flat hierarchies and short decision-making processes
- Comprehensive onboarding and personal development opportunities in quality management
- Modern office and production facilities in the renowned science and technology hub of Berlin-Adlershof
- Very good public transport connections, subsidy for the Deutschland-Ticket-Job and company parking spaces for cars and bicycles
- Above-average salary and additional financial benefits
- Flexible working hours, home office options, and increasing vacation days with longer company tenure

### **Become part of our successful team!**

You can find out more about us at [www.iq-technologies.berlin](http://www.iq-technologies.berlin). We are looking forward to receiving your complete application at [bewerbung@iq-technologies.berlin](mailto:bewerbung@iq-technologies.berlin).