

# We are hiring – HUB Lead

## HUB Lead at Sitem StartUp Club

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 We're Hiring: HUB Lead

 Location: Bern |  60% |  Start: ASAP

You are the kind of person who notices the tiny things that make a big difference – before anyone else? Do you thrive on running smooth operations and making spaces come alive? Wi-Fi doesn't work? You know why. A double-booked meeting room? You'll find a way.

We're looking for a HUB Lead who can take charge of our **Sitem MedTech HUB**, make processes seamless, and help create an inspiring, well-run environment where startups and innovators thrive. You'll be the go-to person for everything, from fixing what's broken to scaling what works.

### What you'll be doing:

- Running the show: Oversee day-to-day operations – from space planning and badge access to leading infrastructure and renovation projects
- Keeping it smooth: Coordinate external providers (cleaning, IT, HVAC, security) and make sure everything just works
- Being the fixer: Help startups, partners, and tenants with all things infrastructure and tech
- Staying on the safe side: Ensure legal and safety standards are met – and improved where needed
- Watching the numbers: Manage budgets and keep things efficient without losing quality
- Upping the game: Develop smart processes and service improvements that make life easier for everyone
- Shaping the future: Work closely with the Management to grow and evolve the HUB

### What You Bring:

- A background in Facility Management, Business Administration, Engineering or a related field
- 3–5 years of experience in facility or operations management, ideally in an innovation-driven environment
- Solid technical skills – building systems, IT setups, and all the bits in between
- A natural talent for coordination and a love for organizational tasks
- A hands-on attitude and a pragmatic, solution-oriented mindset
- Excellent communication skills in German and English

💡 What We Offer:

- A front-row seat in a thriving innovation and MedTech community
- Freedom to shape the way we operate
- A collaborative, fun team that values good coffee and great ideas

👉 Think you're the one? Apply now or tag someone perfect for this: [jobs@ssc.swiss](mailto:jobs@ssc.swiss)

#HUBLead #OperationsManager #FacilityManagement #InnovationEcosystem #MedTech  
#StartupJobs #WeAreHiring