

JOB OPENINGS



OPERATIONS & AI

BUSINESS ASSISTANT

Operations & AI Business Assistant (m/f/d) – Part-time 50–80%

Volt LogIQ® | Bolzano, South Tyrol, Italy | Part-time

The Role

Volt LogIQ®, a fast-growing startup with an international presence in Europe, China, the U.S., and the UAE, is looking for an Operations & AI Business Assistant to support our day-to-day operations at our Bolzano location.

You won't just be working in the back office—you'll be helping to shape the business. At our company, operations means using AI tools in your daily work, contributing ideas to improve processes, and actively driving improvements. You'll coordinate administrative workflows, support our sales team, and keep our international team on the same page.

What makes this role special: You'll use the same AI technology we sell to our customers. Identify repetitive tasks, plan automations, and our PhD-level AI Architects will build them for you. This is how modern work with cutting-edge AI technology works.

Location & Flexibility

NOI Techpark Bolzano

- Work in one of the most innovative tech ecosystems in the Alpine region
- 50–80% part-time—ideal for combining with studies or other commitments
- Flexible working hours with on-site presence
- Occasional virtual meetings with international teams (Beijing, Dubai, USA)

Main Responsibilities

Business Operations & Administration:

- Preparing and managing quotes, order confirmations, and invoices
- Communicating with customers, partners, and suppliers (German, English, Italian)
- Coordinating administrative processes in day-to-day operations
- Independently handling back-office tasks

CRM, Sales Support & Lead Management:

- Maintaining and ensuring the quality of our CRM system (data entry, segmentation, status updates)
- Tracking leads and opportunities
- Preparing for and supporting sales meetings (documents, presentations, follow-ups)
- Reporting and analysis from the CRM to inform decision-making

International Coordination:

- Supporting communication with our Beijing office
- Organizational support for projects and implementations
- Liaison between European and Asian teams

AI automation & process optimization:

- Active use of AI tools in day-to-day work (content creation, process automation)
- Helping to design and implement workflows to streamline internal processes
- Identifying opportunities for optimization and implementing them independently
- Ambassador for smart work practices within your own company

Required Qualifications

Must-haves:

- Very good German (C1/C2) and good English—Italian is a plus
- A structured, independent work style and a high degree of reliability
- Affinity for digital tools and a genuine curiosity about artificial intelligence
- Enjoys teamwork and international collaboration

Nice-to-have:

- Degree or studies in Business Administration, Business Informatics, International Management, or a comparable field
- Initial experience with CRM systems (HubSpot, Salesforce, or similar)
- Knowledge of common AI tools (ChatGPT, Claude, Notion AI, Zapier)
- Experience in a startup or tech environment

What we offer

Work environment:

- Work at the NOI Techpark in Bolzano—one of the most vibrant innovation ecosystems in the Alpine region
- Modern infrastructure and access to a vibrant tech network

AI-First Work Environment:

- Access to cutting-edge AI technology that you won't find anywhere else
- Work with state-of-the-art AI tools every day and implement your own automations
- Dedicated AI architect support for your workflow optimizations
- Work with the same tools we sell to our customers

International Environment:

- Genuine international collaboration with teams in Europe, Asia, and North America
- Regular collaboration with colleagues in Beijing, Dubai, Frankfurt, and the U.S.
- Insight into different business cultures and work styles

Development & Flexibility:

- A fast-growing startup with real opportunities for growth
- You'll be a co-creator, not just an executor
- 50–80% part-time—ideal for students or those with other commitments
- Flexible working hours with self-directed time management
- The perfect start for recent graduates or advanced students

About Volt LogIQ®

Volt LogIQ® is a fast-growing Innovativa startup that develops enterprise AI solutions for data sovereignty and regulatory compliance. Our products run entirely on-premises or on private European infrastructure—for companies that need full control over their data.

Global Presence:

- Headquarters: NOI Tech Park, Bolzano, Italy
- R&D Labs: Beijing Institute of Technology (China), Duke University (USA)
- Regional Offices: Frankfurt (DACH), Dubai (MENA)
- Team: A rapidly growing team of AI engineers with PhDs from Stanford, Cambridge, Tsinghua University, Rose-Hulman, and Duke

We combine European business expertise with cutting-edge AI research from the world's leading institutions. Our solutions are designed for regulated industries: energy infrastructure, manufacturing, the food industry, and professional services.

Our competitive advantage

We don't just talk about AI—we build it and use it internally first. Every member of our team works with AI every day, automating workflows and expanding their capabilities with technology that isn't available anywhere else.

Apply

Interested candidates should please send their current resume (in German or English) and their application to: sales@volt-logiq.com

Subject line: Operations & AI Assistant – [Your Name]

Volt IQ Srl – Startup Innovativa

NOI Techpark

Bolzano A.-Volta-

Straße 13A

39100 Bolzano (BZ), Italy

 voltlogiq.com

 sales@volt-logiq.com