

Back Office & Operations Specialist

Work mode: On-site

Employment type: B2B / Employment contract, full time

Working language: Polish & English

<https://dbr77.com>

About us

At **DBR77 Robotics**, we connect technology with real business challenges, developing solutions that have a tangible impact on the efficiency of industrial facilities. We work closely with the business, make decisions quickly, and prioritize well-designed processes over corporate bureaucracy.

We are looking for people who want to have a **real influence on how the company operates**, work closely with marketing and sales teams, and help build an organization that is entering its next stage of growth.

If you are looking for a place where your operational work and support of marketing and sales teams genuinely contribute to the company's development, DBR77 is an environment where you can achieve that.

About the role

We are looking for someone who will ensure that the company's **operational backbone runs smoothly and predictably**. This is one of the most horizontal roles at DBR77, combining back office, operations, HR, and hands-on support for sales and marketing teams.

Your goal will be to ensure that the teams' day-to-day work runs smoothly, consistently, and without friction — through well-structured processes, tools, and automation.

This is **not a purely administrative role**.

Responsibilities

- Operational support for the organization (back office, documentation, internal processes)
- Operational and tool-based support for sales and marketing teams
- Designing, organizing, and automating processes (ClickUp, AI tools)
- Configuration and optimization of team working tools (workflows, statuses, checklists, alerts)
- Support of HR processes (onboarding, documentation, structures, internal communication)
- Ensuring operational order, process continuity, and transparency of activities

Who we are looking for

We are looking for someone who:

- Thinks in terms of processes and enjoys organizing complex working environments
- Feels comfortable providing operational support to multiple teams simultaneously
- Has experience working with tools such as ClickUp / Asana / Notion / Jira
- Is interested in automation and the practical use of AI in daily work
- Values clear rules, accountability, and well-designed processes

How we work

- We work in an **on-site model**, close to the team and ongoing activities
- We focus on clear processes and measurable results
- We improve, automate, and iterate instead of constantly “putting out fires”

What we offer

- Real influence on how the organization operates internally
- Close collaboration with sales, marketing, and management teams
- Work on projects at the intersection of AI and industry
- High level of autonomy in shaping processes
- A stable environment with room for operational growth

 **Apply if you want to be the person who enables teams to focus on their work — because the processes simply work.**

Send your CV to: hr@dbr77.com

Email subject: **Back Office & Operations Specialist**

Application deadline: April 08, 2026

GDPR clause

Please include the following consent:

“I consent to the processing of my personal data contained in the submitted application documents by DBR77 for the purpose of conducting the recruitment process for the position indicated in the job posting.”