

BOSAQ I Water Experts – Operations Coordinator

We are looking for an ambitious and versatile Operations Coordinator to support the COO in driving execution across projects, production, service, and internal operations.

This role is ideal for a high-potential generalist profile who thrives in a fast-paced environment, enjoys connecting dots between departments, and wants to grow into a future operations leadership role.

You will operate in a technical scale-up environment where water treatment systems are engineered, assembled, delivered, operated, and serviced internationally. You will work across project management, engineering, production, and service, ensuring structure, follow-up, and alignment in a growing international company.

This is not an administrative coordination role. It is a hands-on operational execution role for someone who can help structure complexity, follow up independently, and support teams in getting things done.

Your mission

Your mission is to bring structure, rhythm, and execution discipline to BOSAQ's operations as we scale projects, production, and service internationally. You will help convert plans into action, clarify ownership, follow up relentlessly, and support teams in moving from ad hoc execution to scalable ways of working.

You report directly to the COO and act as an execution partner for operational priorities, ensuring that decisions, risks, actions, and follow-ups remain visible and move forward.

Key responsibilities

Project coordination & execution

- Maintain clear overall project planning, milestones, deliverables, open actions, risks, and decision points across ongoing projects
- Drive follow-up on execution: deadlines, actions, risks, decisions, escalations, and closure of open points
- Support resource planning, priority setting, and resource allocation across projects, production, service, and engineering
- Prepare structured project kick-offs and ensure disciplined close-out, lessons learned, documentation, and transfer to service

Cross-department operations

- Act as a bridge between project management, engineering, production, and service
- Monitor and improve internal processes, procedures, and workflows
- Ensure continuous clarity in responsibilities, decision-making, and follow-ups
- Support implementation of structured working methods across departments

Production & operations support

- Support scaling of production in Belgium and Bulgaria by creating visibility on planning, capacity, production readiness, and bottlenecks
 - Follow up production planning, priorities, dependencies, and readiness for assembly

- Track capacity, workload, constraints, and critical-path items in production
- Coordinate between engineering and production to ensure drawings, bills of materials, work instructions, and technical documentation are ready on time
- Help resolve mechanical, electrical, assembly, and documentation-related issues during production
- You do not need to be the technical expert in every discipline, but you must understand mechanical and electrical assembly logic well enough to ask the right questions, detect bottlenecks, and support production teams effectively

Service department & ERP transition

- Support the structuring of the operations & maintenance department, including service workflows, ownership, and follow-up routines
- Assist in implementing service processes, contracts, tools, reporting, and customer handover routines
- Support the Enterprise Resource Planning transition for operations by helping define clean data structures, workflows, production planning logic, service processes, follow-up routines, and user adoption

Continuous improvement

- Identify operational inefficiencies and propose improvements
- Manage and execute continuous improvement projects
- Support implementation of scalable systems and dashboards (KPIs, reporting)
- Assist COO in strategic execution follow-up
- Create measurable progress through clearer priorities, better visibility on risks, fewer unresolved bottlenecks, stronger cross-department alignment, and more reliable execution reporting to the COO

Skills

Must-haves for the ideal Operations Coordinator:

- Has a bachelor's or master's degree in engineering or a comparable technical field, ideally electro-mechanics, mechanical engineering, electrical engineering, industrial engineering, or process engineering.
- The exact degree is less important than having the technical understanding to work with mechanical and electrical assembly, production planning, technical documentation, and cross-functional operational workflows.
- Has 1-5 years of experience in a project, production, operations or engineering environment
- Understands project management principles and cross-functional workflows
- Is highly structured and detail-oriented
- Is comfortable working with planning tools, Excel, and Enterprise Resource Planning systems
- Has strong communication skills, people oriented and can interact across departments
- Is fluent in Dutch and English
- Is willing to travel internationally when required

Attitudes

- Highly proactive and ownership-driven
- Takes full ownership of tasks, works independently, and reports back clearly to the COO
- Thrives in ambiguity and fast-changing environments
- Strong problem-solver with a structured mindset

- Can think in a structured way and bring structure to complex, unclear, or chaotic situations
- Helps others gain structure by clarifying priorities, responsibilities, and next steps
- Ambitious: wants to grow into an operations leadership role
- Hands-on and not afraid to dive into details
- Strong sense of responsibility and accountability

You will feel like a fish in our water if...

- You like fast growth, high responsibility, and direct impact
- You enjoy connecting operational and strategic work
- You are comfortable working closely with senior leadership
- You like honest, straightforward, and to-the-point communication (open feedback makes us all better)
- **Integrity** is one of your key values
- A '**work hard-play hard**' culture in a pleasant and dynamic start-up drives you

You'll love us for

- **Changing the world** for the better and giving you the chance to be a part of it
- **Investing** in you: we believe talent like yours needs to be fostered and watered regularly for it to grow
- Providing you with opportunities: our company is growing and so will you
- An **attractive and creative remuneration package** for a job with impact
- Giving you **access to ESOPs as part of your growth in the company**, as you deliver on preset goals
- A flexible schedule in place and time: you **schedule your work as it fits you**, to be at your best

<https://bosaq.com/>