

WORKING STUDENT HR OPERATIONS (M/F/D)

Application details:

Position type: working student

Entry date: as soon as possible

Contact person: Evelyn Strübing, Team Finance & Operations

Application documents per mail to: bewerbung@inno2grid.com

The Finance & Operations division is responsible for the steering and development of economical and organizational company functions including management of the relation to our business partners.

Your responsibilities:

- **Applicant management**, preselection of applications and organization of selection interviews
- Independent supervision of the recruiting process for interns and working students
- Analysis of appropriate channels and placement of job advertisements
- Support in organizing and realizing central **HR initiatives and benefits** in collaboration with our team
- Participation in the development and **optimization of key processes** and structures in the HR division
- Planning and organisation of training events
- Help in shaping **personnel marketing measures and employer branding**
- Support in HR administration

What you bring:

- Advanced studies (Bachelor's or Master's) in economics or social sciences
- Interest in **human resources and labour law**
- Ideally first experiences in human resources
- Independent, proactive, and structured working method
- Enthusiasm for innovation
- Communication skills and empathy
- Confident handling of MS Office applications (especially PowerPoint, Excel and Word)
- **Excellent command of German and English**, both written and spoken

inno2grid as an employer:

We have implementation and operating experience in the implementation of **energy and mobility systems**.

We transform results from numerous projects at the interface between energy and mobility into new business areas for our customers and have direct access to the Mobility2Grid research campus.

We master the interfaces to energy systems, charging infrastructure, IT booking platforms and operate the Micro Smart Grid, which is unique in Germany, at our company headquarters. Our company headquarters are located on the EUREF campus in Berlin.

We seek challenges and continuously integrate new innovations.

What we offer:

We are a **young team** and enjoy developing and implementing holistic, customer-specific solutions. inno2grid is a joint venture between DB E.C.O. and Schneider Electric, whose development is shaped by its employees.

A job at inno2grid offers employment in an innovative company with a high degree of personal development opportunities, the possibility of self-realisation in flat hierarchies and the prospect of a long-term and varied professional perspective.

inno2grid relies on personalities who are characterised by entrepreneurial thinking and action, a goal- and value-oriented mentality and a passion for new things. In addition to the outstanding professional qualifications and competence of its employees, inno2grid relies on their above-average initiative and responsibility, ability to work in a team and flexibility, willingness to perform and motivation.

Whether on the beach volleyball court during the break or at a barbecue, it is important to the i2g team to spend time together not only in the office, even if it is in a particularly beautiful location on the **EUREF Campus**.

Are you interested? Then send us your detailed application, stating your earliest possible starting date and your salary expectations, to:

bewerbung@inno2grid.com