

(Junior) HR Manager (w/m/d)

For our Finance & Operations team we are looking for a (Junior) HR Manager (f/m/d) at our Berlin location on the EUREF campus. In this position, you will be an important part of our HR administration process, the point of contact for HR-related questions and you will develop ideas and solutions for our employees in close cooperation with the team. You support recruiting and inspire applicants to work at inno2grid.

Your tasks:

Recruiting & Onboarding

- Creation of **job profiles** und **job postings** in coordination and cooperation with the team
- Market screening & job posting on our website, various platforms and social media channels
- **Contact person** for applicants as well as the team
- Conducting **interviews with applicants**
- Responsibility for the **onboarding process** of new employees

Administration in the HR area

- **Advising employees** on individual HR-related issues
- Preparation of **employment contracts, references and certificates**
- Contributing to the further development and **optimization of essential processes** and structures in HR
- Organizing and implementing central **HR initiatives and benefits** in cooperation with the team
- Organizing **training & development**, conducting **surveys**
- Contributing to **personnel marketing measures und employer branding**

Your profile:

- Ideally, **first professional experience** in the field of human resources
- Bachelor's degree in business, human resources or communications
- Enthusiasm for innovative topics
- Strong **organizational, analytical** und **methodological skills**
- **Team-oriented** and independent work in a dynamic environment and hands on mentality
- Communication skills and empathy
- High level of commitment, reliability and the ability to organize oneself;
- Confident handling of MS Office 365
- **Very good knowledge of German and English**, both written and spoken

Our offer:

We **focus on our employees**, because they are our greatest value of the company. We love diversity and are an **international and interdisciplinary young team**. An employment at inno2grid offers you a varied job in an innovative company with a high degree of **personal development potential**, the **opportunity for self-realization in flat hierarchies** as well as the prospect of a long-term professional perspective.

You can expect a team with a high level of motivation and passion for new ideas and solutions as well as a value-oriented mentality. In addition to their professional qualifications and competence, our colleagues are characterized by their above-average **initiative** as well as **responsibility** and **flexibility**. Besides working, it is important for us as a **team to spend time together** – whether it is an after-work drink in the park, on the beach volleyball court or bouldering.

What we do:

We at inno2grid have implementation and operation experience in the implementation of energy and mobility systems and transform results from numerous projects at the interface between energy, mobility and IT into new business areas for our customers. We master the interfaces to energy systems, charging infrastructure and IT platforms and operate the unique Micro Smart Grid at our headquarters on the EUREF campus in Berlin.

We are constantly looking for challenges and continuously integrate new innovations into our consulting and product development business.

We are looking forward to your application at bewerbung@inno2grid.com