

# WORKING STUDENT HR OPERATIONS (M/F/D)

## Application details:

**Type of position:** working student

**Entry date:** from January 2023

**Contact:** Evelyn Strübing, Team Finance & Operations

**Application documents via mail to:** [bewerbung@inno2grid.com](mailto:bewerbung@inno2grid.com)

The Team **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.

You would like to contribute your financial expertise and business acumen to one of the most promising industries of the future and make a contribution to the energy and transport transformation? Then join our team and let's tackle the challenges of our customers together!

## Focus activities:

- **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

## Our offer:

- A young, diverse team of ca. 60 employees with flat hierarchies, a goal- and value-oriented mentality and a passion for new things
- A dynamic and secure working environment in a joint venture of DB E.C.O. Group and Schneider Electric, with the prospect of a long term, diversified professional perspective
- A lot of creative freedom and independent action
- Flexible working hours with mobile working
- Personal togetherness at summer parties, team events, joint sports activities or simply lunch on our beautiful EUREF campus
- Benefits such as job ticket and JobRad, pool electric vehicle, mobility budget, company pension plan, fresh organic fruit in the office etc.

## About you:

- 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

## Your next step:

You are interested in a diversified job in a young company?

Then we look forward to receiving your application with salary expectations and a possible start date at [bewerbung@inno2grid.com](mailto:bewerbung@inno2grid.com)!

## Why us?

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.