



Human Resources Manager (m/f/d)

Starting Date: June 2021

Full Time

The Role

As Human Resources Manager your main focus will be to discover and develop the core of peaq; our people. You will be responsible for attracting, hiring and nurturing top talent while creating an environment which pushes the team to strive and allows us to thrive.

We are a team of hungry entrepreneurs and engineers driven by the opportunity to positively shape our collective future. We have the technology, the team and the timing to decentralize businesses, markets and even economies, creating more open, sustainable and inclusive ways of living and working.

If you identify with the above, you're not just looking for a 9-5, and are ready to take complete ownership of this position - we look forward to hearing from you.

Minimum Qualifications

- Resourceful HR-Manager with 2-3 years of experience hiring for a tech company.
- Experienced in active sourcing and has high affinity for employer branding.
- Highly empathetic people-person with excellent stakeholder management and communication skills.
- Fluent in German and English, both written and verbal.

Preferred Qualifications

- Successfully completed business or psychology studies/training with focus on HR (or equivalent training).
- Structured, collaborative style of working with a hands-on mentality.
- Discrete and professional management of confidential HR inquiries.
- Experienced working in a startup.

Responsibilities

- Supervising the entire recruitment process - creation and placement of job descriptions, directly approaching candidates for key positions on job platforms, managing correspondence with all candidates, conducting interviews and support in the selection of candidates.
- Developing and implementing an employer branding strategy that attracts diverse candidates and top talent.
- Initiate and take the lead on activities that contribute to positive company culture, health & wellness and strong team engagement.
- Preparing HR administration (creating contract documents and certificates, maintaining HR data, supporting the administrative onboarding and offboarding process).
- Being the contact person for payroll tax and social security issues.
- Advising the team on all personnel-related issues.
- Driving team happiness; planning and organizing team events, improving the workplace.

What we offer

- The opportunity to contribute to innovative projects in a new and exciting industry that has the potential to positively shape our world.
- High growth potential.
- Warm and open corporate culture at an international company with many different nationalities.
- An environment that values freedom, autonomy, team spirit and open communication.
- Flexible working hours.
- Decentralized (remote) working possibilities.
- Office space in the heart of Berlin. More offices to be opened soon.

We look forward to working with you.