

Human Resources Assistant

Potsdam/Berlin

Do you want to contribute to the working world of the future? Are you itching to bring the careers of digitalization experts to the next level? Look forward to a motivated team and an exciting working environment at **D-LABS**!

WHO WE ARE MISSING, IS YOU!

YOUR PROFILE

- > You currently major in human resources, economics, business administration or similar.
- > Ideally you have already gathered some experience in HR.
- > You're a team player, wield your words diplomatically, and have a friendly and confident personality.
- > You know your way around LinkedIn and other job platforms.
- > You speak German and English fluently.
- > You're looking for an office job with flexible working hours for the next months and can dedicate around 2 hours per day to it.

YOUR TASKS

- > You support with daily tasks in the area Human Resources.
- > This means you manage our application inbox, organize job interviews and create job postings.
- > You also keep an eye on our job activities on LinkedIn and other job platforms.
- > As the link between HR, upper management and our fields of expertise, you help us find the perfect people for our team.
- > You inspire others and are a ready sparring partner as part of our interdisciplinary team.

You know you're the one for us – but you don't fulfill all requirements? Convince us! We love to hear from you.

SOUNDS GOOD! WHAT NOW?

Are you ready?

Please contact: **Elina Bass-Mazana**
jobs@d-labs.com

