HR Working Student / Intern (m/f)

digitty.io offers a networked ecosystem of experts, high-quality technical solutions complemented by augmented intelligence. With our platform, we combine top technical talents and experts from all over the world with best practices from the software development industry of various industries to implement and maintain innovative (I)IoT solutions for the high-end sector that meet the highest quality and data protection standards. Moreover, we strive not only to develop the software industry through automated software development and project management processes but also free education and inclusive work practices. Our goal is to build an innovative ecosystem of synergistic products and solutions in order to ensure sustainable behaviours, always having in mind to make an impact.

We are currently looking for an awesome **HR Working Student / Intern** to assist the team with onboarding our talents.

Your Role

You will be part of a highly motivated and international team, supporting the tech-team with administrative tasks like hr-onboarding and event planning. Title responsibilities include but are not limited to the following:

- Participating in recruitment efforts
- Serving as a point of contact with digitty.io members
- Scheduling job interviews and assisting in interview process
- Compiling reports and preparing spreadsheets
- Collecting employment and tax information
- Ensuring background and reference checks are completed
- Co-organizing meet-ups, talks and other after work events

Your Profile

- Strong interpersonal skills
- Strong analytical approach to identify problems and creatively find solutions in our business context

- Team player with a good sense of prioritization and huge dislike for micromanagement
- Good and effective English communication skills

Our Offer

- Attractive and fair compensation
- Agile working and dealing with modern tool and technology stacks
- Possibility to contribute your ideas and room for personal development
- An awesome multi-cultural team with a flat hierarchical structure and transparent policy
- Flexible working time models and goal-oriented team setup - basically your own boss as long as your set deliverables are met
- Benefits like regular team events, free warm & cold drinks
- Chance to transition into a permanent role

If this sounds like you, we're looking forward to hearing from you so don't hesitate to send your application including possible start date via email to **jobs@digitty.io**.