

Human Resources Assistant

(f/m/x) for 30-32 hours

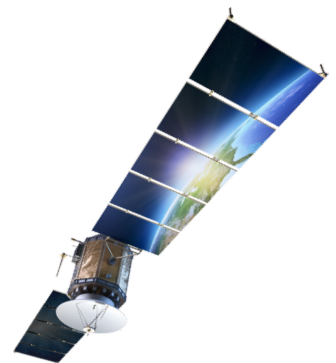


Are you interested in people-related topics? Do you enjoy learning new things on a daily basis? Can you make it your mission to drive the development of a new industry? Then this is the right job for you!

Work at LiveEO in the vibrant Berlin startup ecosystem

LiveEO is applying the newest developments in AI to satellite data analytics and is translating earth observation data for enterprise customers with its Enterprise SaaS solution. LiveEO is standing at the forefront of a new space race and industry, is venture capital backed and consists of an incredible, international team which is building something big.

As a Human Resources Assistant at LiveEO you will be working as an essential part of our team and will support our mission to bring earth observation to enterprises across the earth.



Your challenge

- Managing recruiting and hiring activities, including cv screening, coordination and handling the communication with candidates
- Run initial interviews with candidates
- Manage our employees' entire lifecycle from onboarding to offboarding
- Support the implementation of the new HR Tool Personio
- Support and lead various projects in different areas such as process optimization, or others based on your experience and interest
- Become involved in cultural initiatives
- Providing assistance to HR Manager with administration and maintenance of employee files, documents and contracts

Your profile

- You are interested in people-related topics and would like to expand your experience in this area

- You are committed to owning your growth and stepping out of your comfort zone
- First Experience in the HR field is a plus
- Good verbal and written communication skills in English are required, German is a big plus.
- You are flexible and can handle change and can adapt to new situations with fresh ideas
- Experience with the HR Tool Personio is a plus
- An independent, structured, and service-oriented working style
- You live in or are willing to relocate to Berlin
- We would like to encourage female applicants as well as applicants with a migratory background

Your benefits

- Flat hierarchies as well as short and open communication
- Start-up culture with a high degree of freedom and responsibility
- The opportunity to help create a product that can improve business processes & life across the globe
- Front row seat in the development of a multinational market leader in a new industry.
- Fair compensation
- Great international team
- Office located in the center of Berlin Kreuzberg.
- Flexible working hours

Interested in this position? Send your CV and a short cover letter to jobs@live-eo.com and we will get back to you as soon as possible.

Check out our website www.live-eo.com for more information about the company.