



**WHITEvoid operates at the horizon where art, design and technology meet.**

Our Berlin based multidisciplinary design studio is comprised of specialists in interaction, media and product design, architecture, mechanical and electronic engineering. Our installations and products are created for events, museums, trade fairs, festivals, concerts and clubs. Our house brand KINETIC LIGHTS is the leading specialist in kinetic lighting. Our products and designs have gained worldwide recognition and received several awards.



## Human Resources Manager (m/w)

**We are looking for a passionate and committed Human Resources Manager to join our dynamically growing team.**

### **YOUR TASKS:**

You will design and manage all HR processes for the full employee lifecycle, delivering a friendly, efficient, and best-in-class HR service. Because this is a high-growth and fast paced business, you should be able to provide solutions and ideas to the many challenges presented as the business evolves. This is a great opportunity for an entrepreneurial, innovative, and dedicated HR professional looking to progress their career in an exciting environment!

- \* Plan, organise and control all HR activities for an organisation of 30 permanent employees and 25-30 freelancers
- \* Conduct recruitment effort; write job descriptions and places advertisements; work with supervisors to screen and interview candidates; conduct reference checking; extend job offers
- \* Lead on-boarding process; conduct new-employee orientations; handle employee relations; coordinate annual performance reviews
- \* Develop, recommend and implement personnel policies and procedures; prepare and maintains handbook on policies and procedures
- \* Ensure compliance with all employment laws
- \* Create a great employer brand and enviable work environment

## **WE OFFER:**

- \* Independent creative work and enormous international market potential
- \* Close cooperation with the management
- \* Agile, motivated, international team
- \* Agiles, motiviertes Team
- \* Unconventional and challenging projects in the field of art, architecture, show and event
- \* Employee profit sharing
- \* Team events, delicious coffee and fun on the pinball machine

## **YOUR QUALITIES & SKILLS:**

- \* Bachelor's degree
- \* HR experience preferred
- \* Excellent communication skills, both written and face-to-face
- \* Exceptional organisation and efficiency, with a good dose of common sense and initiative
- \* Relationship management and conflict resolution
- \* Ability to use judgement and seek guidance with confidential issues
- \* Great sense of humour, empathy and work ethic

## **HOW TO APPLY:**

If we have aroused your interest in this exciting task, send us your digital application with a CV and photo stating your salary expectations by e-mail.

## **CONTACT:**

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### **Information on our products and services:**

[www.whitevoid.com](http://www.whitevoid.com)  
[www.kinetic-lights.com](http://www.kinetic-lights.com)