



WHITEvoid is an art and design studio. Our work spans a wide range of worldwide cutting-edge projects and scales. From architecture, interiors and light installations to interactive exhibits and custom-made applications. Our latest architectonic designs realize complex unique ideas and adorn clubs, shops, exhibitions, shows and more.

The team consists of specialists in architecture, product design, mechanical-, electronic- and software engineering. We are strongly driven by technology, innovation, and experimentation. We dare to think big and push the boundaries in complexity and beauty of each project.

Our house brand KINETIC LIGHTS is the leading specialist in kinetic lighting. For more than fifteen years our designs and products have earned awards and worldwide recognition for delivering professionally engineered lighting equipment.



HR Manager (m/f/d)  
full time | on-site

## YOUR TASKS:

- \* Personnel management including performance, time tracking, and conflict management
- \* Keep up-to-date with German labour laws and regulations
- \* Make sure that company policies and procedures adhere fully to legal requirements
- \* Develop employment contracts and termination paperwork
- \* Employee onboardings and offboardings
- \* Oversee payroll preparation procedures, ensuring precision and punctuality.
- \* Support employees with visa processes, ensuring adherence to immigration regulations.

## YOU BRING:

- \* Strong track record as an HR Manager (or similar)
- \* Comprehensive understanding of German labour laws and regulations
- \* Fluency in German and English with exceptional communication skills in both

- \* Robust interpersonal skills coupled with effective problem-solving capabilities
- \* Capability to manage sensitive information with utmost confidentiality
- \* Proactive approach – willing to tackle tasks regardless of their scale
- \* A positive, approachable, and professional demeanour

## **WE OFFER:**

- \* Exceptional, challenging and unique international projects
- \* Participation in the establishment of a new location for art, technology and events (DARK MATTER)
- \* A highly motivated, international team and a friendly, open-minded working environment - we stand for openness and diversity!
- \* Working independently, flat hierarchies and the opportunity to contribute your own ideas
- \* Wildcard option to participate in projects worldwide
- \* Free German lessons at a centrally-located partner school
- \* Substantial discount on Urban Sports Clubs memberships
- \* Team events, such as joint BBQs and summer parties
- \* Delicious coffee and other drinks and snacks for free
- \* Modern studio right on the Spree in East Berlin, with great leisure activities nearby

## **HOW TO APPLY:**

Please send us your digital application including CV, salary expectations and preferred start date by email to [jobs@whitevoid.com](mailto:jobs@whitevoid.com)

## **CONTACT:**

You can find more job postings and information about our services and products here:

[www.whitevoid.com](http://www.whitevoid.com)

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

[www.darkmatter.berlin](http://www.darkmatter.berlin)