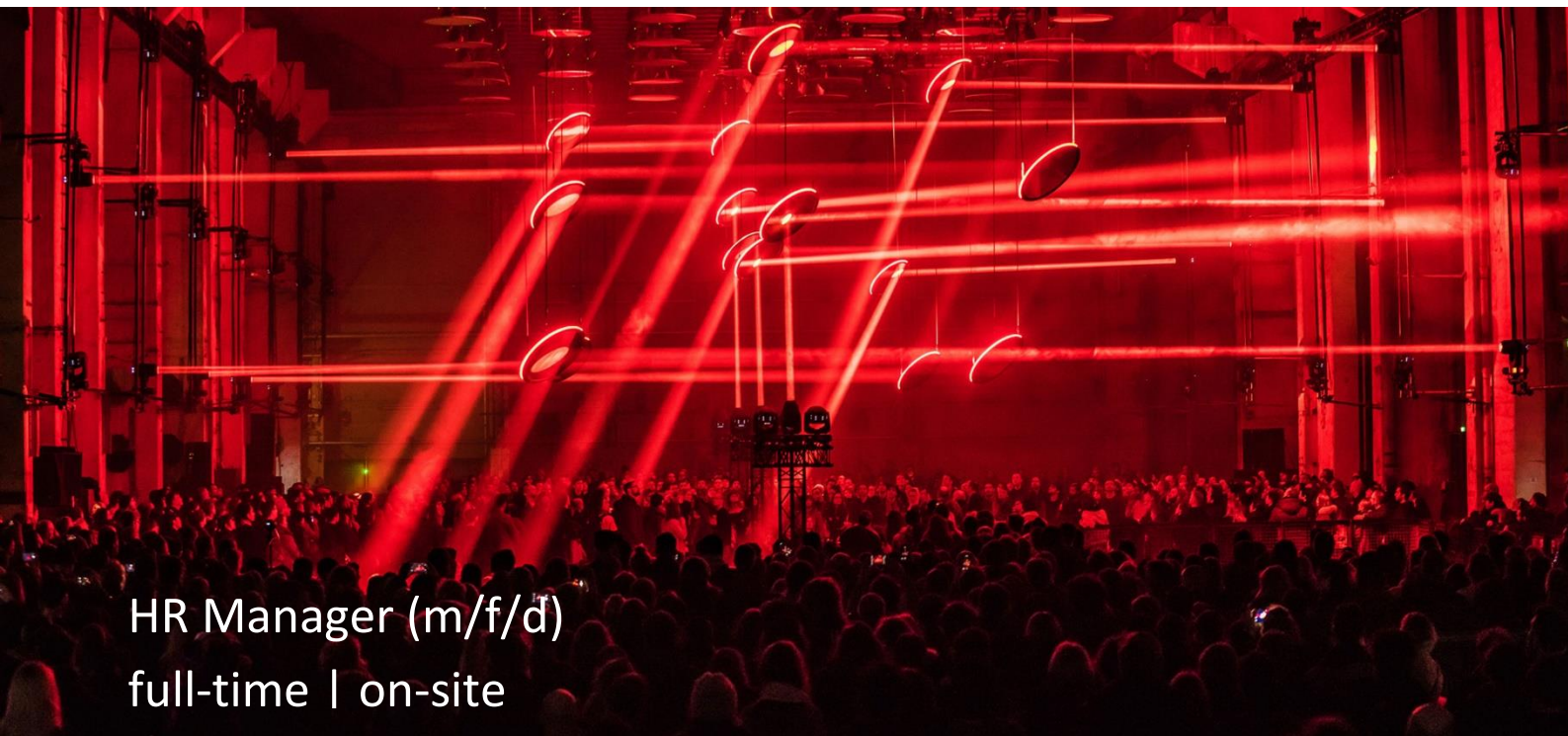




WHITEvoid is an art and design studio. Our work spans a wide range of cutting-edge projects and scales. From architecture, interiors, and light installations to interactive exhibits and custom-made applications, our architectonic designs realize complex, unique ideas and adorn clubs, shops, exhibitions,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

Our team comprises specialists in architecture, product design, event technology, and mechanical, electronics, and software engineering. Driven by technology, innovation, and experimentation, we dare to think big and push the boundaries of complexity and beauty in every 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:

- * Ensure compliance with German labor laws and regulations across all HR functions
- * Lead the development and review of employment contracts, policies, and termination procedures
- * Ensure accurate and timely handling of payroll, visa processing, and other HR administrative tasks
- * Manage HR initiatives, processes and structures, including overseeing People Operations, recruitment, and employee relations
- * Prepare and develop relevant HR reporting to facilitate decision making on management level
- * Prepare, participate in, and document feedback talks
- * Drive employee development initiatives, including creating and conducting regular performance evaluations and support career development pathways for employees

- * Address employee relations matters with care and professionalism, ensuring fair conflict resolution and handling disciplinary actions in a consistent and constructive manner
- * Identify opportunities for process improvements within HR operations

YOU BRING:

- * Proven track record in an influencing HR role, with experience in HR strategy and people management
- * Deep knowledge of German labor laws, HR compliance, and employment regulations
- * Experience in developing talent acquisition strategies, employee development, and HR operations in fast-paced environments
- * Excellent interpersonal and communication skills, with the ability to influence and build relationships at all levels of the organization
- * Strong problem-solving abilities, with a proactive approach to tackling challenges
- * Ability to manage confidential information with discretion and sensitivity
- * Fluency in German and English is essential for effective communication within our international team

WE OFFER:

- * Independent work environment with a flat hierarchy, encouraging you to share and implement your own ideas
- * Join a motivated, diverse, and open-minded international team that values inclusivity
- * Opportunities to work on exceptional and unique local and international projects that challenge and inspire, and the chance to travel with the team to assist with on-site setup
- * Complimentary access to the DARK MATTER exhibition and exclusive events
- * Regular team events, from BBQs to Christmas and summer parties, fostering a strong team spirit
- * Free German language classes available online or in a conveniently located school
- * Discounts on Urban Sports Club memberships
- * Bike leasing program, including coverage for insurance, maintenance, and end-of-lease options
- * Work in a modern studio along the scenic Spree River in East Berlin, surrounded by nature
- * Enjoy complimentary coffee, drinks, and snacks at the office daily

HOW TO APPLY:

Please send us your digital application including CV, salary expectations and preferred start date by email to jobs@whitevoid.com

CONTACT:

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

www.whitevoid.com
www.kinetic-lights.com
www.darkmatter.berlin