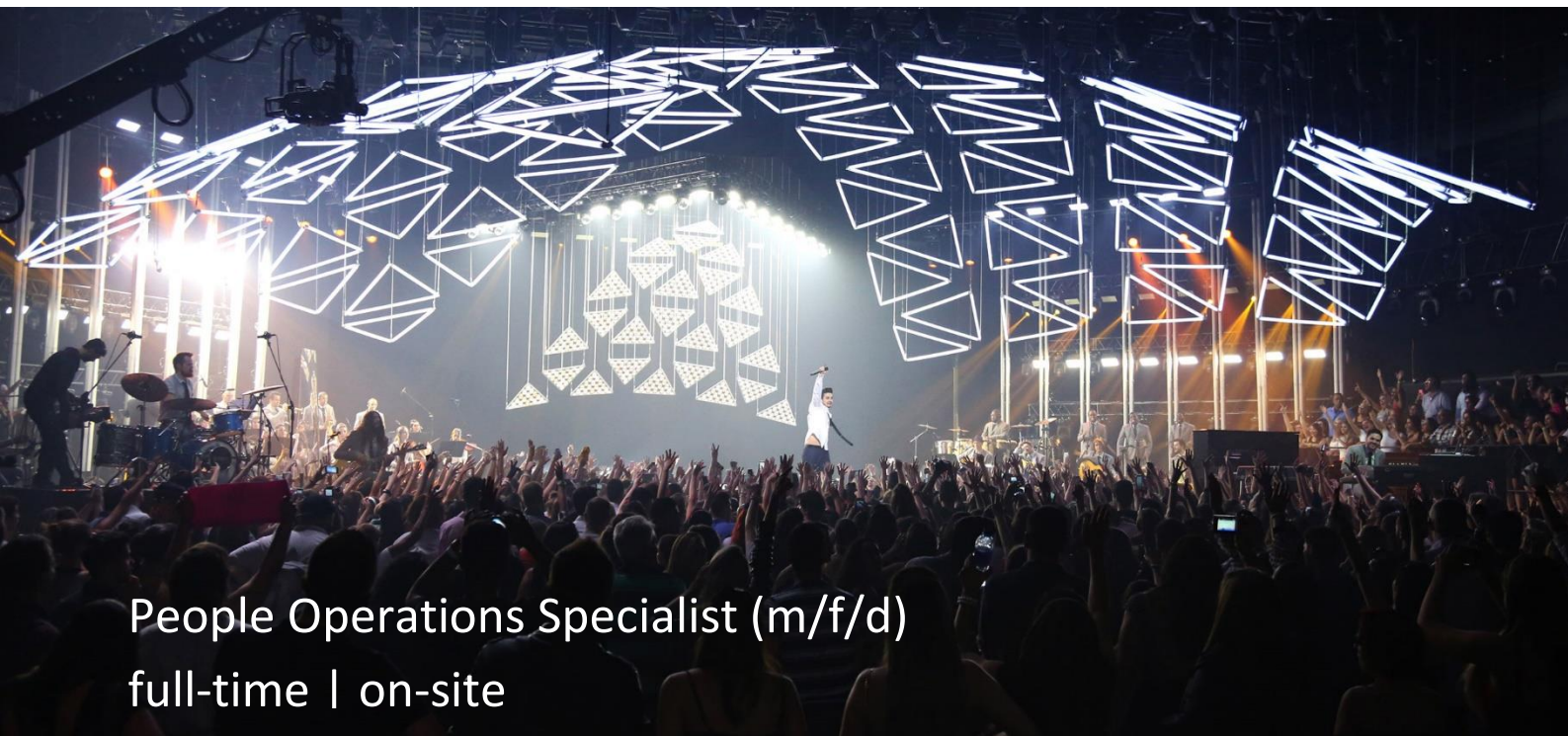




WHITEvoid is an art and design studio. Our work spans a wide range of cutting-edge projects and scales. From architecture, interiors, and light installations to interactive exhibits and custom-made applications, our architectonic designs realize complex, unique ideas and adorn clubs, shops, exhibitions,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



People Operations Specialist (m/f/d)
full-time | on-site

YOUR TASKS:

- * Oversee the onboarding and offboarding processes, ensuring a smooth experience for new hires and departing employees
- * Manage employee records, ensuring all documentation is up-to-date and compliant with local labor laws
- * Handle day-to-day HR administrative tasks, including maintaining HR databases, processing payroll, and managing employee benefits
- * Ensure compliance with German labor laws and company policies
- * Support visa and relocation processes for international employees
- * Assist with performance review processes and employee development programs
- * Support in organizing team events, workshops, and other initiatives to foster a positive and inclusive work environment
- * Help develop, update, and communicate HR policies and procedures
- * Contribute to HR projects, such as implementing new HR tools or systems
- * Identify opportunities to streamline HR processes and improve operational efficiency

YOU BRING:

- * Strong track record in HR, People Operations or similar in Germany, preferably in a fast-paced environment
- * Comprehensive understanding of German labor laws, payroll processes 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 demeanor
- * Proficiency in HR software and tools (e.g., HRIS systems)

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
- * Substantial discount on Urban Sports Club memberships
- * Free German lessons online or at a centrally located school
- * A bike leasing scheme with tax benefits, insurance, maintenance, and end of lease options
- * Guest list allowance for our permanent exhibition and temporary events
- * Delicious coffee and other drinks and snacks for free
- * A 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

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