



Intern/Working student (m/f/d) People, Talent and Culture

Cuculus is the key to providing utilities to all, while protecting the world's precious resources. Jointly with our international partner network, we provide cutting-edge software and technology solutions to address utility challenges now and in the future. Cuculus will never tire of creating innovative technology and services that enable utilities and organisations to successfully transition to a new era of providing and managing electricity, water, and gas. The work we do is important for individuals, cities, and entire nations. Our work is serious, but we have fun with it, too.

Feel the energy and shape the utilities market of the future with us. Join our team in Leipzig, Erfurt, Ilmenau or even remote as an Intern/Working student (m/f/w).

What is the role about?

- You will be accompanying the entire application process from job posting, selection and updating of recruiting channels, initial review of application documents and pre-selection of applicants, appointment coordination, applicant communication, to documentation and follow-up of interviews, etc..
- Excel our onboarding process by building trust and keeping the applicants excited at every step of the process, support new employees with relocation and visa procedures and ensure a warm welcome and a smooth onboarding.
- Helping us drive human resources projects (e.g. organizing company events and implementing a new application management system) and independently taking on sub-tasks.
- Contributing to employee support and personnel administration as well as managing digital personnel files.

What will you need to be successful?

- You are studying business administration, social sciences or a comparable course of study, preferably with a focus on human resources.
- You have already gained some practical experience in administrative tasks, ideally in the HR area.
- You are confident in using MS Office (Excel, PowerPoint, Word) and enjoy working with different IT systems.
- Working meticulously is a matter of course for you.
- You have a very good command of written and spoken German and English (our company language in daily use is English! - must-criterion).

What's in for you:

- The opportunity to gain practical insights into recruiting and other HR related topics, to strengthen and prove your skills and thus lay a further foundation for a career in this field.
- You will be part of an international team. At Cuculus, we enjoy cultivating trustworthy relationships and a very open and transparent corporate culture.
- Our offices are equipped with modern facilities and there is always fresh fruit and drinks free of charge. You want to work from home from time to time, that is also fine!
- We support you in your personal and professional development. We also organize regular workshops and team events for you and your friendly, open and helpful colleagues across all departments



Sounds interesting? Great, let's get to know each other. Send your CV and a cover letter to jobs@cuculus.net and let us know why we could be a great match!

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