



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

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.

Shape the utilities market of the future with us. Join our team in Leipzig, Erfurt or Ilmenau in part-time as a Working student People, Talent, and Culture (m/f/d).

What is the role about?

- Helping us drive human resources projects (e.g. organizing company events, implementing a new HR system, creating a new career page) and independently taking on sub-tasks.
- Taking over tasks in the field of employee support and personnel administration (preparing documents like contract offers and amendments, job references, etc.) as well as managing digital & hard copy personnel files.
- Support in the field of recruiting (e.g. job postings, prescreening, applicant communication, documentation, and follow-up of interviews).
- Excel our onboarding process by building trust and keeping the applicants excited at every step of the process, supporting new employees with relocation and visa procedures, and ensure a warm welcome and a smooth onboarding.

You fit in with us, if...

- You are currently enrolled in a degree program in HR, business administration, social sciences, or a similar discipline.
- You have already gained some practical experience in business / administrative tasks, ideally in the HR area.
- You have a very good command of written and spoken German and English.
- You are an open-minded, friendly, conscientious, and reliable person.
- You are experienced in using MS Office (Excel, PowerPoint, Word) and have a certain IT affinity.

What's in for you:

- Working in our People, Talent and Culture team, you can expect diverse and exciting topics in the HR management of an internationally acting and constantly growing technology company.
- Flat hierarchies and the chance to really make a difference and see your ideas grow into real projects.
- A 10 - 20 h working student contract with fair conditions and flexible working hours and the possibility to work from home - no ifs and buts.
- A pleasant, informal, and open working environment with modern equipment, fresh fruit, and drinks for free as well as regular team events and workshops.
- We support you in your personal and professional development. We also organize regular workshops and team events.



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

Cuculus GmbH

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