



Personnel Officer | HR Manager (m/f/d)

at the earliest possible date

The German University of Digital Science i.Gr. will be the first fully digital university in Germany.

To strengthen our team in Potsdam, we are looking for an independent employee with a strong sense of responsibility and experience in the field of HR to start as soon as possible.

Tasks

- o Develop and implement strategies for personnel management and organizational development,
- o Create and execute concepts for personnel development and recruitment,
- o Organize employment relationships (professors, staff, assistants),
- o Conduct personnel planning and manage tendering/application processes,
- o Analyze and optimize internal processes to enhance efficiency,
- o Promote communication and cooperation between different units,
- o Initiate and support organizational development projects,
- o Identify and assess organizational and personnel-related risks,
- o Develop internal communication strategies for a transparent information policy.

What we are looking for

- o Bachelor's or Master's degree in courses of study with a focus on personnel management, human resources management, psychology, humanities, law and business psychology,
- o Several years of relevant professional experience in the areas of responsibility described,
- o Knowledge of the basics of employment law is an advantageo Enjoyment of work,
- o Absolute trustworthiness in all matters,oorganizational skills,
- o Very good written and spoken communication skills,
- o Team spirit, independent work, initiative and reliability,
- o Business fluent in German and English
- o Proficient with MS Office products.

What we offer

- o Space for your ideas and concepts,
- o Start-up feeling in a committed team with great visions and experience,
- o Workplace in a modern office with a creative environment,
- o Further training opportunities as part of the study programs offered,
- o Interesting encounters in an international environment.



Have we captured your interest? Then we look forward to receiving your application. Please send your application preferably by e-mail to: jobs@german-uds.de.