

To support our HR team, we are looking - as soon as possible - for a

HR Specialist / Administrator

The human resources department of Ecologic Institute consists of three dedicated women representing three generations. We are looking for someone equally dedicated to strengthen our team and help us with a variety of small - and sometimes larger - administrative tasks. As a team, we cherish a sense of humor, team spirit and service orientation. When it comes to the concerns of our colleagues, our motto is that (almost) anything is possible. This is how we strive to contribute to the well-being of our scientific colleagues and those from the Institute's other service teams in order to pursue our shared goal of making life on Earth more sustainable.

Your tasks:

- ✓ Maintenance of personnel files as well as our digital systems, contract management (digital and paper)
- ✓ Supporting operational personnel work and administrative personnel tasks
- ✓ Placing job advertisements on our homepage and on external job portals, as well as on social media
- ✓ Scheduling of job interviews and personnel development meetings
- ✓ Supporting onboarding and offboarding (e.g. managing buddy system, entering master data, organizing onboarding appointments)
- ✓ Administration of restaurant vouchers and the VBBfahrCard for our employees as part of the monthly payroll accounting
- ✓ Supporting the organization and implementation of training courses (e.g. maintaining participant lists, administering evaluations, documentation)
- ✓ Supporting projects of the personnel department as required

Your profile:

- ✓ You have successfully completed commercial training and you have relevant professional experience in a similar function.
- ✓ You are able to work quickly and efficiently with Microsoft Office and have experience in dealing with personnel administration systems for an uncomplicated start with us.
- ✓ You are able to convince us with your enthusiasm for teamwork in an interdisciplinary and international environment and you have a very good command of German and a good command of English, both written and spoken.
- ✓ Service orientation, reliability, attention to detail and communication skills are important prerequisites for this job.

Our offer:

- ✓ Permanent employment contract
- ✓ Pleasant working atmosphere in an international company with flat hierarchies, an open working and communication culture and lived values
- ✓ Flexible working hours, mobile working partly possible
- ✓ Various part-time models between 20 and 30 h per week
- ✓ Takeover of own HR projects possible if desired

Ecologic Institute

Ecologic Institute is a private and independent academic think tank dedicated to the task of working on relevant policy issues in the field of sustainability research and introducing new findings to environmental policy. Founded in 1995, Ecologic Institute is closely linked to European and international networks and part of the Ecological Research Network ([Ecornet](#)) and [Think Sustainable Europe](#). Today, more than 100 staff members work in international and interdisciplinary project teams.

Interested?

Please apply with:

- ✓ Letter of motivation (incl. salary expectations)
- ✓ CV
- ✓ References

Please apply via our [online form](#) only.

Deadline: **15. January 2023**

We look forward to your application!

Questions?

Call Verena Stange 030/86880-122 or email verena.stange@ecologic.eu

More information about Ecologic Institute and our work under www.ecologic.eu

Diversity of disciplines, backgrounds and experiences strengthens research and society. We therefore welcome all applications. Selection criteria are solely the job requirements and the qualifications of the applicants. We therefore also ask you to refrain from sending photos as part of the application.

By the way: Ecologic has been voted the Top Environment Policy Think Tank. Find out more [here!](#)