



## HR Manager (m/f/d) – Focus: Talent Management

at Berlin Space Technologies in Berlin

### About Us

Berlin Space Technologies GmbH (BST) is a global leader of #NewSpace, and one of the Deutscher Mittelstands Summit's #Top100 most innovative German SME of 2023. BST develops and distributes small satellite systems mainly for earth observation and training programs. We offer a full scale of cost-efficient products and associated services ranging from subsystems to full satellites. BST is a vertically integrated company with around 50 employees from 10+ nationalities. We offer attractive employment conditions, flat hierarchy, modern workplaces, hybrid working, and flexible working hours in a space technology company with global reach!

### Overview

We are looking for a dedicated HR Manager to support our team in the areas of employee development, recruiting, and organizational culture. As the key contact for HR topics, you will play a crucial role in shaping our dynamic work environment and fostering the long-term growth of our team.

### Your Tasks

- Responsibility for recruiting and onboarding new employees.
- Maintaining employee development and training programmes.
- Coordination of sick leave, overtime and holidays.
- Contact for payroll accounting service providers.
- Developing and implementing HR strategies that are in line with our corporate goals.
- Advising managers and employees on HR-related issues.
- Supporting the creation of an inclusive and international corporate culture.
- Ensuring compliance with labour law requirements and internal guidelines.

### Your Qualifications

- A degree in Human Resources Management, Business Administration, Psychology, or a comparable qualification.
- Several years of experience in an HR role, ideally in a technology-oriented environment.
- Strong communication skills and intercultural competence.
- Excellent organizational skills and a structured, solution-oriented work approach.
- Knowledge of German labor law is an advantage.
- Fluency in both German and English, written and spoken.

Please consider applying even if you do not fulfil all the qualifications.

## **Your Benefits**

- Working in a young, friendly and international team
- Diverse and challenging tasks with space for your own ideas
- Fast decision-making processes and dynamic, team-oriented working environment
- Flexible working time and paid overtime

## **Interested?**

Then please send us your resume with salary expectations and earliest possible starting date by email with subject "HR Manager" to [jobs@berlin-space-tech.com](mailto:jobs@berlin-space-tech.com) (contact person: Björn Danziger). We are looking forward to your application.