

Internship offer

| Company Information | |
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| Name of the hosting organization (*) | GründerAtelier |
| Company Description | <p>GründerAtelier is a creative space where high-potential Startups find the knowledge, funding and guidance for a successful launch. We partner with ambitious minds creating a prosperous environment, where the most innovative ventures can thrive.</p> <p>Our focus lies on those ideas at the frontier of innovation – by bringing in our expertise in finance and entrepreneurship as well as our reliable connections, we make sure that promising Startups can meet impactful investors, to reach their goals and scale.</p> <p>GründerAtelier is more than a company builder – we partner with creative entrepreneurial minds to help them realize their ideas, to fulfill their investment needs and scale.</p> |
| Company email address | careers@gruenderatelier.de |
| Company full address – Country (*) | Gründer Atelier GmbH Heddesheimer Str. 9 69469 Weinheim, Germany |
| Company website (*) | https://gruenderatelier.de/ |
| Contact Person - Name and mail | Gaby, careers@gruenderatelier.de |
| Number of employees (*) | 16 |
| Your organization is a Start Up? (*) | no |
| Role Information | |
| Title of the offer (*) | Human Resources & Talent Acquisition Intern (Remote) |
| Link to the source (*) | |
| Role (*) | HR INTERN |
| Industry (*) | Start-ups |

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| Functional Area (*) | Human Resources |
| Location (*) | Remote |
| Main duties (*) | <p>As a HR Intern, you will take the important role of contributing to laying the foundation of our company by looking out for the best talents on the market. You will be responsible for managing the 360-degree recruitment process, starting from writing appealing job descriptions to managing the whole candidate experience. You will be an important part of building our employer brand, boosting our company's image to the outside and attracting the best talents. You will have the chance to learn how to build up great teams, bringing in your expertise to grow together with our venture! If you are communicative, outgoing and you're looking for an environment where to grow your HR skills, then you're the perfect fit for us!</p> <p>Work side-by-side with the founders and HR team to understand their hiring needs and how to implement a successful recruitment plan Create captivating job descriptions in line with GründerAtelier's strategy Post job descriptions across multiple career platforms and establish fruitful partnerships with universities and institutions Screen applicants and conduct first round interviews, screening for cultural and motivational fit Evaluate candidates and provide feedback, ensuring best candidate experience Highly involved in important meetings related to HR decision-making Opportunity to be involved in additional HR projects based on your interests, anywhere from Employer Branding to Employee Engagement and HR as a Service, to name a few</p> |
| What the intern will learn (*) | <p>Enhance your recruiting and people management skills Take part in our journey in building up great companies with a 360-degree of how everything works in the startup world! Work together with driven founders and creative minds Benefit from our mentorship program and learn from our diverse team of entrepreneurs with different backgrounds Flexibility to create your own working hours with a 100% work-from-home setup Frequently check-in with your mentor at various stages of your work to</p> |

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| | make sure it meets project expectations and receive feedback |
| Further information | |
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| Duration (*) | At least three months |
| Working hours (*) | 7 hours per day; Working days: Flexible |
| Start Date (*) | |
| Apply by (*) | |
| Date of publication (*) Deadline of publication (*) | |
| Training bursary (*) | No |
| | |
| Candidate Category (*) | Students and Graduates |
| Level of Education (*): (BA/MA/PhD/Other) | All levels are welcome |
| Field of Education (*) | Human resource evaluation, training, and development. Organizational analysis and interventions, risk prevention |
| Willing to host person with disabilities (*) | Yes (work is done remotely) |
| Language Skills (*) | Fluent in English, German is a plus |
| Digital Skills | |
| Other skills requested | |
| | |
| Information for Application (*) | If you are excited about this job and you're ready to embrace the challenge with us, send us your application at gabriela.varela@gruenderatelier.de Please include in your application your CV and Cover Letter, indicating your earliest start date and period of availability. |

(*) Mandatory Fields

(*) **Mandatory fields In Arqus colour:** Fields that go visible on the website. The URLs in brown don't go visible.