

## JR/SR PEOPLE & CULTURE MANAGER (M/F)

**HELP US TO BUILD AN ECOSYSTEM FOR CRYPTO AND BLOCKCHAIN PROJECTS**

(HEART OF BERLIN - FULL TIME OR INTERNSHIP)

Paranoid Internet is an ecosystem builder and agency focused on advancing the entire blockchain industry. For us, ecosystem building means expanding through service, education, community, and investment. We're a fun team of 20+ international people helping blockchain companies to launch their products and services.

As a People generalist you have a strong intrinsic motivation to help our organisation grow, help everyone new to settle in and make the people around you feel valued.

### About you

- You heard about Blockchain and Bitcoin before and have the interest to learn more about it
- First work experience in HR management, preferably in a start-up company
- Very sympathetic and obliging appearance towards candidates and employees
- Experience in the placement of job advertisements and in active sourcing
- Solid basic knowledge of labour law
- Good technical understanding and experience in the implementation of HR-relevant tools
- Strong interpersonal skills, empathic and a people person
- Positive with enthusiastic energy, creative and output-driven
- Excellent organisation, coordination and prioritisation skills
- Excellent writing and communication skills in English and German (at least C1)
- Software: you are an expert in Google Apps, Microsoft Office and productivity applications
- Experienced in handling sensitive legal documents, contracts and presentations
- Terrific via email, phone and in-person
- Proven 1-2 years similar experience as an Executive Assistant, Office Manager, HR Manager or similar internships/jobs
- You have a EU work permit

### Your daily responsibilities

- **Recruiting:** In close cooperation with the hiring managers, responsibility for the entire recruitment process of new employees from the job advertisement to the offer
- **Admin:** Responsibility for the creation of contracts, certificates and records, the recording of data and personnel files, maintenance (physical and digital) as well as preparatory payroll accounting, support for new employees in applying for a work permit if required
- **HR Management:** Design and implementation of new processes and tools to support managers in leading their teams, such as professional but also cordial on-boarding
- **Employer branding:** Advising management on building a strong employer brand and implementing the measures derived from it to create a great corporate culture with satisfied employees Which traits contribute to your success?
- **Office Management:** Take care of our office environment, communicate with external providers and order the things we need.

### You will get

- A management team dedicated to your personal growth
- Lot's of space to grow and shape our products
- A small, friendly and diverse international team
- Responsibility from day one and a steep learning curve
- Join conferences, industry events and personal coaching sessions
- Free drinks & fruits
- Office in Berlin Mitte

Please apply to [hr@paranoid-internet.de](mailto:hr@paranoid-internet.de)

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