

Internship HR management (m/f/d)
At Direktorenhaus (Berlin)

Overview Direktorenhaus

Direktorenhaus in Berlin is one of the leading exhibition houses for applied arts in Germany. Since 2010, the museum in the centre of the German capital, run by the Meisterrat (German Craft Council), presents selected unique pieces, limited series as well as conceptual design objects. The exhibitions focus on the latest trends in the applied arts. At the same time, the Direktorenhaus does not only show «aesthetic phenomena»: Equally important is the increased importance of design in politics and society, especially in the field of sustainable future planning.

Tasks

You will be the person who will assist with:

- coordination and organization of the team,
- screening potential employees' resumes and application forms to identify suitable candidates,
- organization of interviews with shortlisted candidates,
- planning of events or exhibitions,
- respond to the team inquiries and HR-related matters.

Qualifications

- Bachelor's degree in human resource management or studying toward a degree in human resource management or related field
- Confidence in providing strategic guidance with an understanding in human resource management
- Ability to work as part of a team
- Fluent in the German and English language
- Excellent administrative, organizational and communication skills

What can we offer you?

- You will usually work closely with our colleagues who have many years of professional experience to achieve the desired result.
- Self-responsibility, flat hierarchies, and fast decision-making processes, and
- A motivated, helpful, and open-minded team.
- A nice workplace in our showroom in central location.

Contact: Send an email with your application to: Pascal Johanssen
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kontakt

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Vertretungsberechtigter

Vorstand:

Pascal Johanssen,

Katja Kleiss

Registergericht:

Amtsgericht

Charlottenburg

Registernummer

VR 28593 B

Ust-IdNr. gemäß § 27 a

Umsatzsteuergesetz:

DE 27 13 25 241