

## / Head of HR + Culture Operations (m/f/d)

PCH Innovations is a Berlin-based creative engineering studio for exploratory technology.

We are designers, engineers, technologists, philosophers, coders, researchers, and storytellers, united by a common curiosity and vision for a harmonious human/machine ecology.

We explore how technology can empower reflection, regeneration and invention.

We combine earth-shot thinking and empathy to embed awareness, circularity and creativity in tomorrow's systems.

We apply 16 years of experience in immersive research, hands-on experimentation and pioneering technology, to formulating sustainable and scalable responses to inefficient and wasteful industrial systems.

### ROLE DETAILS:

- / Location: Berlin, Germany
- / Duration: Permanent
- / Work hours: 32 or 40 hours per week
- / Start date: December 2022/January 2023

### WHAT YOU'LL BE WORKING ON:

- / **Recruiting:** Run talent search, write/post job profiles on key touch points, manage applications process, conduct interviews, contract drafting/adapt contracts, prepare for arrival, conduct onboarding +off-boarding, global mobility (immigration and temporary relocation of internal employees or new hires), local benefits management, as well as employee life-cycle projects, employee requests, etc.
- / **HR Operations:** Manage employment, freelance & intern records, adjust contracts, conduct performance/ termination/ exit interviews, help finding solutions for German and global labour law issues, be the first contact person for all employee requests, assist with German administration of benefits and employees requests while thriving for employee satisfaction, communicate with relevant authorities in regards to people processes (Payroll, new headcount, attrition, taxation, among others, HR/ workplace policies, vacation days tracking ,

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sick leaves, etc.), ensure health & safety of all employees in any situation, Operate with full ownership on topics including process improvement, documentation through Confluence, and excelling at employee experience.

- / **HR Development:** Strive for a high level of job satisfaction within the company, define and run individual and team reviews (format, scheduling, facilitation, sense-making), monitor crew performance (growth paths, trainings, monetary and non-monetary incentives), suggest innovative approaches from other studios, labs or any creative environments
- / **Culture Policies:** Proactively run internal communication and sharing policies about the studio, inform in timely manner and with reassuring tone any relevant information to team. Ensure perfect documentation of all studio-related documents on our Wiki
- / **Culture Development:** Suggest and initiate innovative changes towards an efficient and healthy organization, strengthen a positive/appreciative corporate culture for the intercultural team, suggest actions/activities (exhibitions, retreats, studio session, visits, panoramas), be the point of contact for conflict solving/escalation, and confidential talks with each crew member

## MINIMUM REQUIREMENTS:

- / Proven experience (at least 2 years) in People & Culture – or similar – roles preferably for diverse teams
- / In-depth knowledge of new people-related concepts, methods and best practices
- / Knowledge of German legal HR regulations, including: HR compliance, benefits, travel and expenses, absence management (leaves, attendance, vacations, etc.), among other People Operations topics
- / HR-related education is not a must
- / You are people-oriented, and you like to engage with a diverse set of people
- / You have excellent time management skills, and the ability to prioritize tasks
- / You are reliable and conscientious in handling confidential data
- / You can work individually, create HR concepts and solve problems on your own with your can-do attitude
- / Great communication skills and are fluent in both English and German
- / Experience and interest in labor laws and formulating internal policies beneficial for both the company and employees.

## PREFERRED QUALIFICATIONS:

- / A passion for sustainability to drive studio operations to be more sustainable
- / Interest in engineering and technology (robots and artificial intelligence) is a plus

## WORK ENVIRONMENT:

- / Join a multicultural team with over 20 people from 7+ countries and feel at home as we meet up regularly for drinks and events

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- / You'll work out of a beautiful, quiet, dog-friendly studio with an herb, vegetable and fruit garden and multiple terrace hang-out spots, with fresh fruit and snacks throughout the week, weekly (vegan/vegetarian) chef-cooked lunches
- / You'll be given the trust, creative freedom and autonomy you need to grow your career and take ownership of your own projects
- / With an experienced remote working culture we are flexible in providing the right working environment that suits you
- / Your development is important to us so you'll receive an annual budget of €1,500 for courses, books and conferences to help you develop in the direction you choose

**If you are interested in working with us, please send us your CV, relevant work references, and your salary expectations via [talent@pch-innovations.com](mailto:talent@pch-innovations.com). Please apply until October 31st 2022.**

**We look forward to hearing from you.**