

# People Experience Manager at climate tech startup (m/f/x)

**Stellenanbieter:** Carbonfuture GmbH

We're looking for a People Experience Manager to help us shape a meaningful, people-first culture in a hybrid, post-Series A startup. This is a generalist role with a primary focus on Talent Acquisition (~50%), while also contributing to team events, employee engagement, internal development initiatives, and selected operational topics.

You'll work closely with the Head of People & Culture and our People& Culture Manager to ensure candidates and employees alike experience clarity, purpose, and belonging at Carbonfuture.

## You will:

- Manage the full recruitment process: from interviews to optimizing workflows and enabling the hiring team
- Plan and execute company-wide offsites and team events in close collaboration with the People & Culture team
- Support engagement, development, and feedback initiatives across a distributed team
- Actively leverage AI and automation tools to improve hiring and people operations processes

## ? Work Performed

- Own full-cycle recruitment for all open roles: candidate screening, communication, scheduling, and hiring manager coordination
- Continuously improve recruiting processes, implement smart automation, and train hiring teams in structured, inclusive interview practices
- Collect and analyze feedback from candidates and interviewers to optimize hiring experience
- Organize and co-lead planning for our company-wide offsite and additional team events (virtual or in-person)
- Set up regular feedback loops (e.g., pulse surveys, engagement check-ins) and turn insights into action
- Coordinate internal learning formats (e.g., Lunch & Learns, peer coaching) and manage external training opportunities, including leadership trainings
- Support employer branding initiatives to help position Carbonfuture as a great place to work
- Contribute to operational HR tasks such as benefits coordination, policy updates, and documentation
- Collaborate on HR controlling, reporting, and compliance-related matters, including labor law topics

## ? Requirements

### Must-haves:

- 3+ years of experience in a fast-paced startup environment, with clear ownership of recruiting and/or people-related projects
- Proven experience managing recruitment processes
- Proficiency with AI tools and a proactive mindset to improve workflows
- Excellent English communication skills (written and spoken)
- Strong organizational and prioritization skills
- High degree of autonomy, creativity, and intrinsic motivation
- Maturity, emotional intelligence, and strong interpersonal instincts
- High level of service orientation and team collaboration

### Big bonus:

- Experience organizing company-wide offsites or large-scale team events
- Background in Learning & Development or internal training formats
- Familiarity with German, U.S. or Swiss labor law
- Experience with Personio, Gusto, Confluence, or Greenhouse
- Versatile HR generalist with experience across different HR functions, able to adapt quickly and prioritize in a fast-changing environment.
- Understanding of US hiring practices

## ?? Additional Information

- This role can be 80–100%, depending on your preferences and availability.

## ? Disclaimer

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities. These may change or evolve based on team and business needs.

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**WWW:** <https://www.carbonfuture.earth>

**Online-Bewerbung:** <https://job-boards.greenhouse.io/carbonfuture/jobs/4605768101>

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