

HR-Officer (gn)

Stellenanbieter: Agora Think Tanks gGmbH

Do you enjoy working with people and have a keen interest in administrative HR work? Then we should get to know each other!

As Agora Think Tanks we develop politically feasible and science-based strategies and solutions for the transformation to climate neutrality. Along with overarching questions of climate policy, the successful transformation to a climate-neutral energy system is at the core of our work. With around 180 employees at four locations worldwide, we advise decision-makers and facilitate a productive exchange of ideas. Because no single institution can tackle the complexity of the transition from fossil fuels to renewables and to climate neutrality, we cultivate an intensive dialogue with stakeholders from politics, civil society, the economy, and science and is active in a global network of think tanks promoting the net-zero transition. As a non-profit organisation we act independently and free from economic or party-political interests. Our organisation operates in an international setting, with English as the primary language of communication.

Our work requires not only climate and energy experts, but also the support of specialists in administration of different kinds as crucial and highly valued members of the team. To temporarily strengthen our HR team during periods of parental leave, we are looking for an:

HR Officer (gn)

Berlin-based; full- or part-time (min. 32 hours per week)

You will join a committed and collegial HR team of 9 people. As part of our effort to maintain sufficient capacity during parental leave within the team, you will take on a wide range of HR administrative tasks and support employees from different teams in close cooperation with the HR managers.

Aufgaben

- Handling day-to-day HR administrative tasks throughout the employee lifecycle (e.g. recruitment, on- and offboarding, contract management, payroll, preparation of certificates, references and other documents);
- Supporting the HR Managers in operational HR matters and ongoing processes;
- Acting as a point of contact for employees regarding HR-related administrative questions;
- Administrative and organisational support in the field of training/personnel development;

- Assisting with HR reporting and data preparation;
- Supporting cooperation with the Works Council (Betriebsrat) in administrative and procedural matters, where applicable;
- Supporting internal HR processes and contributing to their continuous improvement.

Anforderungen

- A Degree in Human Resources, Business Administration, or a comparable field;
- Solid knowledge of HR administration processes and best practices (at least 3 years of relevant job experience);
- Very confident handling of MS Office applications;
- Very good written and spoken English and German (additional languages are an asset);
- An independent, structured working-style and a high level of service orientation and a friendly and open demeanour.

We assume that there are excellent candidates for the job who do not meet all the criteria in the description. Maybe you have certain skills we haven't thought of yet? Tell us why you are the right person for the job.

Benefits

- An opportunity to work in a mission-driven, highly motivated, and professional international team;
- Diverse experience, including professional relationships with colleagues and visitors from a variety of countries around the globe;
- Opportunities for professional growth and advancement;
- 29 vacation days (5-day-week), 24th and 31st December off-work;
- Flexible working hours, mental wellbeing support, as well as remote work opportunities;
- One option from our benefits basket (e.g. job ticket, Urban Sports, Shopping Vouchers, etc.);
- Assistance with the visa/work permit process for international candidates;
- A cooperative working atmosphere with flat communication and decision-making hierarchies;
- An attractive workplace in the centre of Berlin (near Hackescher Markt) and the option of hybrid working with good digital equipment;
- A structured onboarding programme and regular team and organisation-wide retreats to bring us all together; and
- A flexible full- or part-time role with initially a one-year employment contract.

Bewerbungsprozess

We look forward to receiving your application by 26 January 2026 via our website via the "Ich bin interessiert" Button.

For reasons of objectivity, we ask that you refrain from submitting an application photo.

We want an energy transition for everyone from everyone. Therefore, we are particularly pleased to receive applications from people from groups that have been underrepresented in energy policy so far. We welcome applications regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability and age, and sexual orientation. Our offices are not completely barrier-free, but we are open to find individual solutions.

As part of this, we are soliciting anonymous information on a voluntary basis regarding our applicant's backgrounds. This information will be used only to inform future recruitment strategies and will not impact hiring decisions in any form. Your input will not be forwarded to third parties and will not be used in connection with your application.

Please follow this link to participate in the survey.

<https://limes.sefep.eu/index.php/833735?lang=en>

If you have any questions, please contact Marcus Berkenhagen at marcus.berkenhagen@agora-thinktanks.org.

- **Anstellungsart:** Befristetes Arbeitsverhältnis
- **Arbeitszeit:** Flexibel, 32 h/Woche
- **Berufserfahrung:** 3 - 5 Jahre

Einsatzort: Berlin / hybrid, Deutschland

Stellenanbieter: Agora Think Tanks gGmbH
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10178 Berlin, Deutschland

Ansprechpartner: HR-Manager, Marcus Berkenhagen
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Online-Bewerbung:

https://agora-thinktanks.jobs.personio.com/job/2473386?_pc=1369691#apply

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