

## ToolTime GmbH



At ToolTime, we're rethinking the trades industry by empowering tradespeople to run their businesses completely digitally and connecting the entire industry in one central operating system. Founded in Berlin in 2019, we've built a team of 80+ highly talented people. We have raised over €55 million in capital from strategic investors and see our solid financial situation as a key differentiator in the current market environment. We are the market-leading cloud software (SaaS) for tradespeople in the DACH region.

### **(Junior) People & Culture Manager (f/m/d) - in part time**

\*Please note that this is a part-time position for 32 hours per week.

City: Berlin; Starting date (earliest): At the earliest possible; Remuneration: by arrangement

#### **Working field**

As a (Junior) People & Culture Manager (f/m/d) at ToolTime, you'll be the bridge between employees and the People Team. You'll help find the right talent, shape the employee experience, drive key People & Culture initiatives like Employer Branding and Learning & Development, and create an environment where everyone feels engaged.

Currently, the focus is around 70% on People Operations, Administration, and People initiatives, and about 30% on Talent Acquisition.

Feeling excited about a generalist role in People & Culture? Then we'd love to hear from you!

#### **What you'll do**

- **Talent Acquisition:**  
You'll be responsible for our end-to-end hiring process, ranging from Engineering to Product such as Sales and Marketing roles. Also source candidates proactively and manage relationships with external recruiters when needed.
- **Employee Life Cycle:**  
After Recruitment, you'll handle all operations and administration topics, guiding employees through Onboarding, Retention (e.g. Learning & Development, Company Events), and Offboarding.
- **Stakeholder:**  
You're not just a partner for our employees but also a partner in crime for team leads to provide guidance and support on People-related topics to foster clarity and enable informed decision-making.
- **People & Company Project:**  
You are creative, understand our business, and most importantly, our culture and

people. You know how to maintain high levels of motivation through various projects and initiatives like Employer Branding and Development & Learning.

Keep in mind this is a rough outline, and things could shift. For instance, we might dive into more hiring topics at certain times.

## Requirements

- **First Experiences:**  
You've already dipped your toes into the world of People & Culture (1-2 year) in a fast paced environment and are now ready to drive initiatives like Recruiting, Employee Life Cycle, Employer Branding, and Operations.
- **Recruiting:**  
Experience isn't a must, but definitely a plus. The main thing is that you're excited to learn and grow in this area.
- **Team Player:**  
You are collaborative and enjoy working across departments to create an engaging and inclusive workplace.
- **Multitasking:**  
You handle multiple projects and priorities with ease, while staying organized and dependable.
- **Proactive:**  
You are flexible and able to adapt in a dynamic startup atmosphere.
- **Communication:**  
You are empathetic, maintain confidentiality, and can "read between the lines" to understand employee needs and provide tailored solutions.
- **Language:**  
You speak German at a native level (C2 or above) and are fluent in English.

## What we offer

- The opportunity to join one of Berlin's most promising SaaS startups in a truly exciting phase of the company.
- A well funded business with an extremely solid financial setup, which we see as key strength in the current funding environment.
- A culture that is based on our core values Curiosity, Positivity and Best Together.
- We are a strong team and value our colleagues as individuals.
- We practice honest feedback and knowledge sharing in our day to day business.
- A yearly learning and development budget and time to use it.
- Company benefits like 30 days vacation, fresh fruits, regular team events, ergonomic workstation, and many more.
- Benefits - create your own benefit package from more than 35 partners such as Urban Sports Club, Blinkist, 7Mind, Ikea and many more!
- Our office in the vibrant Friedrichshain district, near Boxhagener Platz and Warschauer Straße, not only offers you a great location but also the freedom of a hybrid work model: two days onsite, the rest from home - complemented by the option to work flexibly from anywhere (Workation).

## Application

By internet: [https://join.com/companies/tooltime/13709479-junior-people-and-culture-manager-f-m-d-in-part-time?pid=bddce70ec2a6bd7c430e&oid=18e39c5f-b2c9-4507-b71e-61130edaa951&utm\\_source=stellenticket\\_htw\\_berlin&utm\\_medium=paid&utm\\_campaign=job%2Bads%2Bfor%2Bgraduates&utm\\_content=junior%2Bpeople%2Band%2Bculture%2Bmanager%2Bf%2Bm%2Bd%2B-%2Bin%2Bpart%2Btime](https://join.com/companies/tooltime/13709479-junior-people-and-culture-manager-f-m-d-in-part-time?pid=bddce70ec2a6bd7c430e&oid=18e39c5f-b2c9-4507-b71e-61130edaa951&utm_source=stellenticket_htw_berlin&utm_medium=paid&utm_campaign=job%2Bads%2Bfor%2Bgraduates&utm_content=junior%2Bpeople%2Band%2Bculture%2Bmanager%2Bf%2Bm%2Bd%2B-%2Bin%2Bpart%2Btime)

More information at <https://stellenticket.de/192382/HTWB/>  
Offer visible until 14/04/25

