



Team & Recruiting Manager (m/f/x)

(part-time or full-time, starting ASAP, location: Munich)

[Ciara](#) is a digital personal assistant, designed for motivated professionals. With features ranging from conversation guidance to real-time recommendations, even to CRM integrations and transcribed notes, each of Ciara's skills enables people to have all-in-one conversations, level up their sales game, and further develop their career.

As a Team & Recruiting Manager at Ciara, you will gain access into central areas of our company. You will have the freedom to create your own ideas to help build up and develop our growing company and put your creative ideas into practice.

Your opportunities at Ciara.

- Accounting support.
 - Independent preparation of the outgoing & processing of incoming invoices.
 - Management of incoming and outgoing payments & contact point for external accountants.
- Recruiting and personnel.
 - Preparation and publication of job advertisements.
 - Selection of incoming applications, contacting suitable candidates, management of the talent pool, organizing of interviews.
 - Onboarding new employees.
- Office management and team support.
 - Coordination of office operations and contacts to external service providers.
 - Organization of events and team events.

Who we are looking for.

- You have successfully completed your university degree in business, communications or similar, and ideally can build on first professional experience (incl. internships).
- You are organized and thorough in your work and like to be a mediator for the team. You pay attention to details, nothing gets past you.
- You are experienced in handling common office software.
- You communicate happily and fluently in German and English.

Why Ciara?

- We foster a culture of fast progress, open communication, and personal advancement. You will learn what it takes to build a young company and get your own ideas to work.
- We work and celebrate as one strong team and support you to reach your goals. Individual learning is important to us and we'll help you make huge steps forward in a short time.
- We pay a competitive salary and provide you with all the personal freedom you need to get your job done your way.

How to apply.

If this position matches your expertise, experience, and aspirations, please click this link to fill out our [application form](#). We look forward to your application!