

Team & Recruiting Manager.

As a Team & Recruiting Manager at Ciara, you will gain access into central, essential 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 them into practice. You will collaborate with many different professionals & departments, help build a strong, successful team, and actually see your contributions to Ciara's success pay off.

YOUR OPPORTUNITIES.

- ✓ 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.

YOUR PROFILE.

- ✓ You have successfully completed your university degree or Ausbildung.
- ✓ You are fluent in both German & English.
- ✓ You have gained first work experience through internships, jobs, or projects.
- ✓ You are organized and thorough in your work and like to be a mediator for the team.
- ✓ You are extremely detail-oriented, nothing gets past you.
- ✓ You are experienced in handling common office software.

WHY CIARA?

- ✓ We foster a culture of fast progress, open communication, and personal advancement. You'll 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.

**Does this match your expertise, experience, and aspirations?
Apply here - no cover letter necessary.**

Apply now!