

We need an HR Manager (M/F/X)

Start date

As soon as possible

Location

Aachen or Cologne, Germany

Who we are

Taxy.io is an award-winning tech startup that brings tax and legal advice to the next level with artificially intelligent software. Our solutions help leading tax and law firms in Germany and Austria to consult their clients in a faster and better way.

What we look for

We are looking for a Human Resources generalist to join our team and implement various human resources programs. HR Generalists have a broad knowledge of human resources functions, from hiring to onboarding and from employee compensation to evaluation. If you have a passion for HR, are familiar with labor law and look to kickstart your career in the field, this is the place to be.

Your role as an HR Manager will be far from one-dimensional. You'll undertake a wide range of HR tasks, like organizing trainings, administering employee benefits and leaves and crafting HR policies. You will use Human Resources Information Systems to ensure all employee records are up-to-date and confidential. And you'll also act as the main point of contact for employees' queries on HR-related topics.

The goal is to ensure the HR department's operations will be running smoothly and effectively to deliver maximum value to the organization as a whole.

Your profile

- Degree in Business Administration, Human Resources or a related field
- 2+ years experience of having worked in Human Resources, preferably for a software firm
- Basic knowledge about employment law
- Strong communication skills
- Fluent **English**, German skills a big plus
- Creative mind
- Interest in new technologies and willingness to learn new things

Your Tasks

- Assist in talent acquisition and recruitment processes
- Conduct employee onboarding and help organize training & development initiatives
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
- Promote HR programs to create an efficient and conflict-free workplace
- Undertake tasks around performance management
- Administer compensation and benefit plans
- Organize quarterly and annual employee performance reviews
- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities
- Ensure compliance with labor regulations

What you can expect

- The chance to disrupt an industry
- Dealing with responsibility and working as a member of a agile team consisting of AI engineers, data scientists, tax and law professionals and experienced startup managers
- Working closely with the founders and the whole team
- The opportunity to grow professionally and personally
- Flexible working hours and places
- Several beautiful office locations
- Regular team meetings and events
- Optional trainings for individual topics in our “Taxy.io Academy”
- A competitive salary
- Fun

How to apply

Please submit your CV, desired starting date and a salary expectation to hr@taxy.io and include ‘HR Manager’ in the subject line.

For more information about us you can visit our website www.taxy.io or [LinkedIn-Profile](#).