



## HR/Management Assistance (f/m)

(Part time 20 hrs)

Blockpit is an ambitious Start-up dealing with blockchain technology. We offer global software solutions for cryptocurrency traders and customized monitoring applications for corporates in a large market.

We are looking for a highly motivated assistance for the HR department to support management in organisational and administrative tasks with a focus on human resources.

### Your tasks

- ✔ Support the management in daily organisational tasks
- ✔ Coordination of appointments and organisation of events
- ✔ Personnel administration and interface to payroll accounting
- ✔ Further development and optimisation of HR processes
- ✔ Participation in HR processes (on/offboarding activities, etc...) Project-related tasks or independent projects

### Your qualifications

- ✔ Completed commercial training (HAK, FH, UNI)
- ✔ Labour rights and payroll accounting knowledge
- ✔ Structured method of operation, ability to work independently
- ✔ Excellent German and/or English language
- ✔ Reliability and accuracy
- ✔ Team spirit and an open, communicative personality

### What we offer

- ✔ An open, exciting and pleasant company culture
- ✔ Responsible and meaningful work
- ✔ Additional success-based compensation
- ✔ €1,860 monthly remuneration (for 38.5hrs/ week)
- ✔ Regular team events
- ✔ Insights into the startup world

Our office is at factory300 in Linz, but location-independent working is possible.

We look forward to receiving your application in our mailbox: [hr@blockpit.io](mailto:hr@blockpit.io)  
(Or just give us a call: +43 660 6477570)

