



For our office in Oldenburg, Germany we are now looking for a:
HR Manager/Finance Controller
(m/f/d), 80% - 100% full-time

Your duties will include

- integrating the start-up culture we love with a grown-up HR control tool
- creating a human resources unit, taking care of personnel development and day-to-day communication for both our staff and regular freelancers.
- supporting our director in personnel planning
- supervising the recording of timesheets, and their integration in reports to our funding bodies
- optimising our reporting and analysing tools
- calculating costs for the individual projects according to EU funding principles
- developing and implementing of suitable forecasting tools to avoid over- or underspending.

This position will include the traditional duties of a HR Manager and of a Financial Controller, therefore the ideal candidate should have a minimum of 5 years work experience in both areas, to be complimented by a university degree in economics, human resources or a related field. An understanding of H2020 project management would be an asset.

You should be fluent in English and German and for this position, you need to be dynamic, self-confident and team-oriented with a collaborative approach. You should also enjoy communicating and networking with a range of different people.

Our office is located in Oldenburg (Oldb), a family- and bicycle-friendly city in north-west Germany. Two universities and several international research institutes give Oldenburg its multi-cultural atmosphere. The office is located centrally, within easy reach by bike or public transport. We offer this position in a friendly multi-national team and you will experience little hierarchy.

Please send your application with salary expectations and possible starting date by March 1st 2022 to:

European Science Communication Institute (ESCI) gGmbH
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