





(Junior) People Operations Specialist (m/f/div)

 Berlin

 Start date: Now

 Competitive salary

 Pioneering Startup

Company Description

Finoa is a Berlin-based FinTech company founded in 2018 that provides custody and asset servicing solutions for digital assets tailored to institutional investors, HNWIs and corporates. It is one of the fastest-growing start-ups in the space, having emerged as the European leader in servicing hundreds of institutional and professional investors in the crypto space – with a global ambition. The business was founded by Henrik Gebbing and Christopher May, and they have built and continue to build a truly international and diverse team of extremely talented people (circa. 45 FTEs) in Europe's crypto capital. Finoa is backed by the most-renowned investors like Balderton Capital, Coparion, Venture Stars, and Signature Ventures.

Job Description

We are looking for a (Junior) People Operations Specialist to join our HR Team and own our HR administration as well as create a great employee experience for our people at Finoa. As our (Junior) People Operations Specialist you will be the main point of contact for our employees on various matters, define our HR policies and processes and will have a direct impact on our employee experience and culture. We believe that a world-class culture and people operations are a strong competitive advantage and we commit ourselves to enable our team to be the best they can be.

Role Description

- You are an integral part of our HR Team and support, among others, with labor, payroll tax and social security topics, as well as HR policies and processes and aiming to offer a great employee experience.
- You prepare offer letters, contracts, correspondence with health insurances and work-related certificates for all Finoa employees.
- You take care of the administrative onboarding and offboarding, including the related communication and preparation of documents such as references.
- You provide a smooth relocation experience to candidates from abroad during hiring & onboarding processes as well as support our international hiring strategy.
- You maintain our internal HR management database and ensure that all employee data is up to date.
- You support in other exciting projects, such as process optimization or the roll-out of HR tools.

Requirements

- You ideally have 1+ year of professional experience in People Operations, ideally in a fast-growing startup environment.
- You have initial knowledge (or interest) in the areas of labor, payroll tax and social security law; we'll teach you any thing you don't know!
- You are a people's person – you enjoy meeting and working with people and learning about them and display a caring, compassionate and trustful nature towards others.
- You work conscientiously, in a structured manner, and can set priorities.
- You have excellent communication skills, both in personal conversations and in written communication.
- You speak both German and English fluently.
- You have either completed vocational training or a degree with a focus on human resources, (business) law, business administration or comparable.

Why you should apply



Diverse and inclusive team: We are from 20+ different countries with diversity of both thought and background on a mission to disrupt the digital asset industry. We support each other and take pride in our achievements. We attract talents from companies like McKinsey, Credit Suisse, JP Morgan, Google, ING, Bertelsmann, and N26.



Ownership & learning-curve: Opportunity to make an active contribution to the growth story of one of the leading disruptors in the FinTech industry.



Communication: We treat our staff like owners by being open, transparent, and providing regular communication about our direction and progress. We provide regular insights into decision making, strategy, and company-wide OKR progress so that each of our employees is aligned and empowered. We are also always aiming to improve how we can more effectively communicate.



Office: We offer both the flexibility to work remotely or to work in style and comfort from our modern office at Checkpoint Charlie, the heart of Berlin.

How to get in touch

If you believe this opening paints an adequate picture of your profile, please visit this site and apply: [\(\[Junior\]\(https://www.finoa.com/jobs/junior-people-operations-specialist-m-f-div\)\) People Operations Specialist \(m/f/div\) - Finoa GmbH \(\[recruitee.com\]\(https://www.finoa.com/jobs/junior-people-operations-specialist-m-f-div\)\)](https://www.finoa.com/jobs/junior-people-operations-specialist-m-f-div)

Finoa is an equal opportunity employer devoted to diversity and inclusion in the workplace. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status or disability status.