

People Operations (Working Student)

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Stellenbeschreibung

Meet DeepL

DeepL is a global communications platform powered by Language AI. Since 2017, we've been on a mission to break down language barriers. Our human-sounding translations and intelligent writing suggestions are designed with enterprise security in mind. Today, they enable over 100,000 businesses to transform communications, reach new markets, and improve productivity. And, empower millions of individuals worldwide to make sense of the world and express their ideas.

Our goal is to become the global leader in Language AI, building products that drive better communication, foster connections, and make a real-life impact. To achieve this, we need talented individuals like you to join our exciting journey. If you're ready to work with a dynamic team and build your career in the fast-moving AI space, DeepL is your next destination.

What sets us apart

What sets us apart is our blend of modern technology, competitive benefits, and an open, welcoming work culture that enables our people to thrive. When we share what it's like to work at DeepL, the reactions are overwhelmingly positive. This may be because of our products that have helped countless people worldwide or our shared mission to improve communication for individuals and businesses, bringing cultures closer together. What we know for sure is this: being part of DeepL means joining a team dedicated to innovation and employee well-being. Discover what our teams have to say about life at DeepL on [LinkedIn](#), [Instagram](#) and our [Blog](#).

Meet the team behind this journey

We are currently seeking a Working Student to join our People Operations Team. In this role, you will be a key point of contact for our employees, handle various administrative tasks, and provide support in HR-related projects. This is an excellent opportunity for a student interested in gaining practical experience in Human Resources and People Operations

What we offer

- **Diverse and internationally distributed team:** joining our team means becoming part of a large, global community with people of more than 90 nationalities. We're more than just colleagues; we're a group of professionals with a shared mission to connect diverse cultures. Our global presence is growing—we've doubled in size nearly every year, with our employees based in the UK, Germany, the Netherlands, Poland, the US, and Japan, and we continue to expand our network.
- **Open communication, and regular feedback:** as a language-focused company, we value the importance of clear, honest communication. We value smooth collaboration, direct and actionable feedback, and believe that leading with empathy and growth mindset makes us better together.
- **Hybrid work, flexible hours:** we offer a hybrid work schedule, with team members coming into the office twice a week. This allows you to engage directly with your team and experience the unique energy of our workspace, while still enjoying the flexibility and comfort of working from home. With flexible working hours and trust in your productivity, we are in sync with your team's general locations and time zones to foster effective and seamless collaboration.
- **Regular in-person team events:** we bond over vibrant events that are as unique as our team, from local team and business unit gatherings, to new-joiner onboardings, to company-wide events that bring us all together—literally.
- **Monthly full-day hacking sessions:** every month, we have Hack Fridays, where you can spend your time diving into a project you're passionate about and get the opportunity to work with other teams—we value your initiatives, impact, and creativity.
- **Annual leave:** we value your peace of mind, so you will get annual days off (excluding public holidays) and access to mental health resources, we make sure you're as strong mentally as you are professionally.
- **Competitive benefits:** just as our team spans the globe, so does our benefits package. We've crafted it to reflect the diversity of our team and tailored it to align with your unique location, to ensure you feel supported every step of the way.

If this role and our mission resonate with you, but you're hesitant because you don't check all the boxes, don't let that hold you back. At DeepL, it's all about the value you bring and the growth we can foster together. Go ahead, apply—let's discover your potential together. We can't wait to meet you!

We are an equal opportunity employer

You are welcome at DeepL for who you are—we appreciate authenticity here. Our product is for everyone, and so is our workplace. The more voices we have represented and amplified in our business, the more we will all succeed, contribute, and think forward! So bring us your personal experience, your perspectives, and your background. It's in our d

Anforderungsprofil & Qualifikationen

Your responsibilities

- Serve as the first point of contact for employees, answering their queries and providing assistance as needed
- Manage the creation and issuance of various documents and certificates
- Assist in the preparation and preliminary processing of monthly payroll and reports
- Support the management and maintenance of our Human Resources Information System (HRIS)
- Contribute to the development and updating of HR policies
- Handle incoming and outgoing mail
- Support the People Operations team in various exciting projects, contributing to the smooth running of our People operations

Qualities we look for

- You are a registered student at a German university/university of applied sciences, preferably studying Business Administration, Economics, HR, Psychology, or a related field
- You are fluent in German and English
- You have gained your first professional experience, preferably through internships or working student positions
- You have a keen interest in the people sector and aspire to build a career in HR
- You are tech-savvy, with a working knowledge of MS Office Suite (especially Excel) and Google Workspace tools (e.g., Google Sheets, Google Docs, Gmail). Experience with HRIS platforms is a plus
- You are highly organized, reliable, proactive, and enjoy working with people
- You can commit to working a minimum of 15 hours per week and can be present in our Cologne office for 2 days a week


Vorteile für Mitarbeitende

- Flexible Arbeitszeit
- Dienstlaptop
- Getränke

Stellenmerkmale

Beschäftigungsart	Werkstudent:in
Tätigkeitsbereich	Administration und Sekretariat
Beschäftigungsumfang	Teilzeit (befristet)
Home Office	Nein
Gehalt	15,00 EUR / Stunde
Berufserfahrung	1 - 2 Jahre
Bewerbungslink	https://jobs.ashbyhq.com/DeepL?departmentId=b94933f7-477f-42e0-98cf-4e459372c8f2

Kontaktdaten

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