

Job Posting

Human Resources Coordinator

Application closing date: Until filled (Applications will be reviewed on a rolling basis until the position is filled.)

Start date: May 2025 (Earliest)

Contract period: Fixed-term of one year with the possibility of extension

Hours: Part-time, between 20 and 32 hours per week, depending on the preference and level of experience of the successful candidate.

Salary: EUR 36,000 – 44,000 (full-time equivalent). The actual salary will be based on the level of experience, agreed weekly work hours, and other contractual requirements.

Location: Berlin, Germany.

About the organisation

Hot or Cool Institute gGmbH is a non-profit, public-interest institute using science to advocate action commensurate with the magnitude scale and urgency of the unsustainability crises. Our mission is to equip organisations, policy makers, and communities with the evidence to inform bold decisions and tools to take radical and responsible actions towards fair and environmentally safe societies. We are guided by three core values:

- A society operating within **ecological limits**
- **Fairness and justice**, and
- Progress that is guided by **Wellbeing for all**.

Hot or Cool's theory of change in tackling the polycrisis combines three key aspects: a science-based approach that provides the evidence and clarifies the complex nature of the issues, making them accessible to decision makers and practitioners; building of alliances to increase momentum and effectiveness of identified approaches; and understanding and addressing power dynamics in society that undermine change.

Role description

The successful candidate will play a key role in supporting the organisation with various HR processes, implementing company processes at the organisation and making day-to-day operations as smooth as possible. This position requires excellent organisational skills, attention to detail, and the ability to handle sensitive information with professionalism and confidentiality.

Key responsibilities

- Handle HR processes and assist in the implementation and administration of company policies and procedures.
- Respond to employee inquiries and support the team with administrative processes as needed.

- Maintain employee records and ensure data integrity in HR systems.
- Provide support in payroll processing and other finance-related tasks.

- Organize and coordinate staff events and training sessions
- Coordinate appraisals and performance reviews
- Support recruitment processes and onboarding of new employees
- Provide general administrative and office management support

In addition, a part of the role will support the Executive Director with coordination of meetings, travel arrangements, and scheduling.

Requirements

- Degree in Management, Administration or a related field
- Minimum of 3 years' proven experience in an HR role or similar administrative role. (Familiarity with German HR systems, laws, and rules is highly desirable)
- Strong organizational and time-management skills
- Proactive attitude with the ability to anticipate needs
- Excellent English and German communication and interpersonal skills
- Pays attention to detail and ensures accuracy
- Proficiency in Microsoft Office Suite and HR management tools (Experience with Financial and Project Management tools is a plus).
- Handles sensitive information with confidentiality and professionalism
- Works well under time pressure and a fast paced environment.

Working Conditions

Are you ready to join a diverse and highly motivated team, driven by the shared passion for creating positive societal change and making meaningful impact for both people and planet?

At Hot or Cool we strive to be a sustainable and regenerative work environment, where each employee is encouraged to take an active role in both the development of the organisation and supports initiatives for professional development.

This position can be determined depending on the successful candidate's preference within a range from 20 to 32 working hours per week. We invite the applicants to indicate the type of working arrangements needed to optimize productivity and wellbeing.

Applicants must be based in Germany, with the ability to work from Hot or Cool's Berlin office.

Equal opportunity employment

Hot or Cool works towards equal employment opportunities. We acknowledge our own



privilege, bias and internalised discriminatory attitudes. We strive to eliminate workplace discrimination based on race, class, gender, sex, sexual orientation, age, national origin, religion, or ability status. We are learning to be courageous, to acknowledge our shortcomings and grow from constructive feedback, and self-reflection.

To apply, please send your CV, contact details of 2 references, and a Cover letter in English (no longer than 2 pages) outlining how your experience and skills would make you successful in this role, to work@hotorcool.org.