

# SITEJET

## Talent Acquisition Manager (m/f/d)



At Sitejet, we're transforming website design. We're building a platform that replaces the complex, difficult process most designers know with a lightning-fast builder, intuitive automation, and built-in client management system. We're making client sites easier to design than ever before. We have an exciting and challenging journey up ahead, and we're looking for motivated, creative, and driven applicants ready to help us revolutionize this decades-old industry.

You've come to the right place if you're thrilled to work in a growth-driven startup and will be a perfect fit for our fun and dedicated team!



When?  
Immediately



Address  
Klosterstr. 62  
10179 Berlin



Contact  
[talent@sitejet.io](mailto:talent@sitejet.io)



Where?  
Berlin



### What you`ll do

- Continuously develop creative and innovative ways to find the best talent for us
- Independently manage the entire talent acquisition process and always have an eye on your KPIs
- Take ownership for the expansion of our team and lay the cornerstone for our continuing success
- Represent the company as an attractive employer and attend appropriate recruiting events

### Who we`re looking for

- Completed university degree in psychology, business administration, or a comparable field of study
- Relevant professional experiences in talent acquisition, ideally in a startup
- Quick learner with a structured and results-oriented way of working
- Strongly skilled in communication and enjoys working with people and networking
- Able to speak, write, and read English at a native level; German business proficiency is a plus



### What we offer

- You work directly with our founders and get the opportunity to take a part in building a new department
- You have the chance to actively shape the new business and create something truly meaningful—for our customers and yourself
- Our “we can do it” mindset coupled with our start-up style atmosphere allows us to pursue an agile approach and to offer an innovation-friendly workplace
- A highly motivated and collegial team, which stands by your side with advice and action
- Prime office location—in the heart of Berlin, where coffee flatrate, fruits, and other extras awaits you

### How your career starts

If you are ready for this challenge, we would be happy to receive your application including your date to start and your salary expectations. Any questions? Feel free to contact our Talent Acquisition team: [talent@sitejet.io](mailto:talent@sitejet.io)