



FLIXBUS

Intern HR Management (m/f/d) – Berlin

About FlixBus

We are a global mobility provider with headquarters in Europe and the United States. Since 2013, we have changed the way millions of people have traveled, offering new alternatives for convenient, affordable and eco-friendly travel. Thanks to a unique business model and innovative technology, we have quickly established one of the largest long-distance mobility networks in the world – and our journey has just begun.

We're looking for a motivated and driven **HR Intern People Operations (m/f/d)** located in **Berlin** who will help us shape our team, drive the company to the next level, and have the most direct influence on our success.

Your Tasks – Paint the world green

- You are responsible for our interns and working students – starting with the onboarding and ending with the offboarding
- You are the first contact person for all employees and support us in providing them with reliable and informed advice regarding all HR-relevant topics
- You organize and conduct our monthly Welcome Day for new employees and make sure that they have a great start
- You support our HR People Operations Team in daily tasks
- You are in charge of smaller HR projects
- You have the opportunity to get a first impression of the areas of HR Management and Personnel Development

Your Profile – Ready to hop on board

- Fresh graduated or enrolled student in Business, Economics, Law or Social Science, preferably with major in HR
- Interested in employment, income tax and social security law
- An autonomous, structured and precise way of working
- Reliable, flexible and discrete personality and committed to ensuring a fantastic experience for our employees
- Clear and polite communication skills
- Enjoys working as part of a larger team
- Very good English and German skills; any other European language is a plus
- Good MS-Office skills
- Ideally familiar with HRM tool Workday

Our Perks – More than just a job

- Have an impact. With innovation and smart technology, we are changing the way people travel, and you too can have an impact on this ride.
- Trust-based working. We don't punch the clock – organize your own schedule. We trust in what you do!
- Push boundaries. Everyone is equally important and works together on uncharted challenges alongside inspiring colleagues from all over the world.
- Fun at work and beyond. Discover the world with your free FlixBus rides and join our regular team events – there's always something to celebrate!
- Feel at home. We provide you with a laptop, comfortable working space, free drinks, casual dress code, diverse employee discounts and more.

Want to rewrite the history of mobility with us? Then join our ride and apply now by sending your application to jobs@flixbus.com. We're excited to hear from you!