

People & Culture Manager Germany (m/w/d)

Location: Jena, Germany

Work model: Full time (40 hours) – on site/hybrid

About the Position:

As a People & Culture Manager at Occlutech in Jena, you'll work closely with the managers on site and global key stakeholders to develop and implement P&C strategies. This role offers a unique opportunity to guide the leaders on organizational development, talent acquisition, and employee engagement. Strong decision-making, communication, and leadership skills are essential, as you'll play a key role in shaping the Occlutech's company culture.

Your work will focus on

- **Team Leadership & Development:** Lead and develop the local People & Culture (P&C) team; continuously improve departmental effectiveness and organization.
- **Strategic & Operational Support:** Support the EVP People & Culture and collaborate closely with local managers, functional heads, and the workers council.
- **Process Implementation:** Ensure implementation and compliance with all P&C processes, guidelines, and internal policies.
- **Training:** Responsibility for planning, execution, and documentation of mandatory trainings (e.g., ITPs, compliance)
- **Talent Acquisition:** Oversee and supervise the full recruitment process.
- **Employee Life Cycle:** Manage all aspects from onboarding to exit, ensuring a seamless employee experience.
- **Payroll & Finance Coordination:** Act as main contact for Finance and external payroll provider

Our benefits

- A secure job in the medical device industry in a family-friendly working environment
- An interesting work scope in a growing international company
- Comprehensive onboarding and training plan in the first 6 months
- Good work-life balance through 30 days of vacation, flexible working hours and hybrid, family-friendly working time models
- Employer-financed retirement and health insurance
- Healthy work culture and regular team sporting events

We are looking for a candidate, who

- Has a Bachelor or Master degree in Human Resources, Business Administration, Psychology, or a related field
- Brings relevant 5+ years of experience in HR from similar roles including payroll controlling, pension, insurance, company cars as internal go to person and in contact with external partners.
- Has good knowledge of local labor law.
- Has a proven track record of supporting internal HR processes linked to areas of responsibility
- Is proficiency in Microsoft Office is required
- Is goal-orientated, eager to accomplish and learn
- Has excellent communication and interpersonal skills
- Very good German and English skills (German: CEF B2; English min. B2)
- Has energy, proactive attitude and flexibility, open to provide assistance in non-specific daily work tasks when and wherever needed

Ready to apply?

We look forward to receiving your application (cover letter and CV to bewerbung@occlutech.com .

Only applications in English will be evaluated.

About Occlutech

Occlutech is a leading specialist provider of minimally invasive cardiac devices, with a mission to improve the quality of life for people with heart conditions. The vision is to become a global leading specialist provider in cardiac devices, addressing congenital heart defects, stroke prevention, and heart failure. Occlutech has a broad and proven portfolio, based on proprietary technology, and over 200 patents with more than 200,000 products sold. The company markets and sells its products in over 70 countries and has around 300 employees.

Contact

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