

HR Operations Specialist - EMEA (m/f/d)

Location: Germany

ABOUT FLUENCE

Fluence, a Siemens and AES company, is the global market leader in energy storage technology solutions and services, combining the agility of a technology company with the expertise, vision, and financial backing of two well-established and respected industry giants. Building on the pioneering work of AES Energy Storage and Siemens energy storage, our goal is to create a more sustainable future by transforming the way we power our world. Providing design, delivery, and integration, Fluence offers proven energy storage technology solutions that address the diverse needs and challenges of customers in a rapidly transforming energy landscape.

Fluence currently has more than 2.4 gigawatts of projects in operation or awarded across 24 countries and territories worldwide. In 2021 we topped the Guidehouse utility-scale energy storage leaderboard and were also named one of Fast Company's Most Innovative Companies. In 2020, our sixth-generation Tech Stack won Commercial Technology of the Year at the 22nd annual S&P Global Platts Global Energy Awards.

Leading

Do others come to you for your subject matter expertise? Are you excited by the challenge of working in a scale-up atmosphere, and in a fast-growing company with a purpose?

We are looking for someone with full cycle HR operations experience specifically as HR Admin Operator and help us provide valuable and outstanding business services to our customers! Our Hire-to-Retire business line delivers a variety of innovative Human Resources services along the complete lifecycle of an employee - from onboarding to off-boarding! We also provide services related to HR Administration, Payroll, Equity & Benefits and much more!.

Responsible

Fluence is defined by its unwavering commitment to safety, quality, and integrity. We take personal ownership in what we do, developing trust in our relationships with internal and external stakeholders. We firmly believe in having honest, forthcoming, and fair

communications. In this position you will be mainly operational, but you will also take on conceptual tasks. Your responsibilities will be:

- Full-cycle employee data management (from onboarding to termination)
- Maintenance of the personnel relevant organizational structure (cost center, manager, organizational unit, internal/external auditing...)
- To develop, propose or implement methods, processes or programs related to admin: e.g. assures integrity and consistency of systems, personnel files, processes and policies, maintains records and policies in accordance with the law; updates employee data (new hires, terminates, changes, etc.)
- Handling of absences, overtime, and processing deductions and special payments
- Supporting and checking payroll related processes e. g. calculating wages, retentions, bonus payments
- Handling of fixed term contracts and contractual changes
- Ensure operational processes, procedures and policies are aligned with current employment law and compliance requirements
- In day-to-day business you will advise management, managers and employees on all operational personnel issues, and on all document requests
- You will also create a trusting and goal-oriented cooperation with the works councils
- Collaboration with internal and external Business partner, and preparation/ distribution various reports for management and authorities

Agile

Here at Fluence, we strive to continuously improve, be intellectually curious and be adaptive to our customers and employees' needs. Collaboration is key, both in our partnerships with our customers, and with each other. Fluence prioritizes the most critical efforts that allow for the greatest impact.

The ideal candidate will have the following skills and qualifications:

- A Bachelor or Master degree in HRM/Business Studies/Psychology or related discipline, and at least 3 to 5 years of full lifecycle HR operating experience within in a multinational company within a similar industry
- Knowledge of bargaining agreement (IG Metall), and local labour law for document creation e.g. local probation periods, number contracts permitted, lengths of contract and extension periods
- Enjoyment of administrative and data processing tasks, and understanding of HR systems, and HR services

- Strong relationship building and networking skills, high client focus, and commitment to continuous improvement inclusive promoting the employment brand of Fluence
- High Attention to detail and data accuracy
- General computer proficiency including MS Office Suite
- International experience, and ability to deal with ambiguity and a fast-paced environment
- Excellent German and English written and spoken skills - Essential
- A flexible team player with proven ability to work in a diversified culture and hands-on mentality, excellent communication and interpersonal skills, strong decision-maker, good work ethics and integrity

Fun

Working on transforming a fundamental part of our society is exciting and fulfilling. It requires creativity, diversity of ideas and backgrounds, and building trust to effect change and move with speed. We respect our coworkers and customers. We listen to what others have to say, and we are inclusive.

We are always looking for employees who are excited by challenges and the opportunity to be problem-solvers. Our entrepreneurial mindset allows for creativity, sense of urgency and fulfillment. Our employees love what we do and are passionate about the way we power our world. We are a small HR team, looking for an experienced and passionate HR Operations Specialist who can help Fluence's upward trajectory and therefore our need fosters a positive feeling in our internal customers, our employees, by handling their HR requests and by having an active hand in crafting the best employee journey possible. We have a strong desire to detect, attract and retain top talent and believe the best candidate will help us do so.

GET IN TOUCH

Please send your complete application documents including language skills, education certificates, work references and cover letter at careersgermany@fluenceenergy.com.

Fluence IS AN EQUAL OPPORTUNITY EMPLOYER and fully subscribes to the principles of Equal Employment Opportunity to ensure that all applicants and employees are considered for hire, promotion, and job status without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, marital or familial status.