



Head of People & Culture

About us

Having created the world's first smart water system inspired by the natural water cycle, we are driven to reinvent the way water is consumed globally. Our solution allows users to create personalized mineralized water at home, giving them control over their drinking water while minimizing plastic wastage. Our international team consists of members from over fifteen countries across five continents, combining engineering, business, marketing, and UX expertise. We are well financed by leading impact-driven investors.

Our technology

Our process works in two simple steps. First, it purifies water with a proprietary distillation-based method. After the purification, the water is enhanced through a unique, patent pending mineralisation process, where purified water flows through a cartridge which contains several layers of mineral ingredients.

By putting humans first, Mitte aims to change how water is consumed.

The role

We are looking for a great Head of People & Culture to holistically shapes and manages our HR and culture in line with Mitte's vision and strategy.

The person must be an analytical thinker, but at the same time caring for people's needs, strong in implementation of the (HR) strategies and actively manage a team and budget in a fast changing and international context with a diverse and distributed team over three continents.

Main responsibilities

DEFINE HR Strategy line with overall business strategy and goals

Identify HR requirements for a highly diverse and international team of up to 50-100 people. Currently at 35 people.

Actively work with CEO and team leads to identify HR needs, structural problems and create solutions in order to attract, recruit and retain talent.

Develop Mitte talent values and responsibilities towards employees together with team.

Define, implement and manage HR requirements in terms of systems and tools.

Streamline and define recruiting processes and actively support and drive recruiting to hire top candidates, who are aligned with Mitte's values, needs, and standards.

Streamline and define On- and Offboarding processes.

Design, implement and manage a system for the personal development of "full potential" of each Mitte employee.

Design a policy about intra company learning by internal workshops (Employees to Employees).

Design, implement and manage a system to actively measure employer satisfaction and implement changes.

Design, implement and manage an OKR system.

Design, implement and manage a Feedback system.

Cultivate Mitte's employer brand and represent on important events, as well as meet-ups, etc.

DEFINE and IMPLEMENT HR Initiatives

Define and ensure implementation of key policies: Travel, Event, IT, etc.

MANAGE (and REPORT on) HR budget and team

Actively manage the HR budgets (e.g. for personal development, etc.) and provide reporting to CEO and CFO.

Have complete overview of HR situation, including salaries, shares, etc. and provide reporting to CEO.

Ensure legal compliance throughout human resource management. Handle legal cases with HR tangent.

Manage "Office & People Manager" and working student(s). Potentially develop additional team at later stage

Requirements

- 4+ years experience in related field (or being amazing in a field that's unrelated, but skills are credibly transferable).
- Recruitment experience a must (ideally also for technical, non-digital positions).
- Being able to think outside the box.
- Generalist HR experience.
- Strong organizational and prioritization skills with a certain love for processes.
- Interpersonal with strong written communication skills.
- You wish to do good for the world.
- Be able to laugh about yourself and not take yourself too serious.
- Being able to work in German.

Pluses

- Experience of working in a high growth start up environment an advantage.
- Experience working with Senior Leadership and Investors.
- You care about your own personal nutrition and health.
- You have a good understanding of the nutrition / health space.

What we offer

- Flexible hours
- Coaching (as needed)
- 28 vacation days
- Modern office in central Berlin
- Competitive salary
- Shares in company

Please send your CV and related documents to HR@mitte.co with “**Job title _LAST NAME**” as the subject line.