



# Internship Human Resources (HR)

Full-Time - Klagenfurt - Austria - 6 months - start: July, 2021

**Bitmovin**, a YCombinator company pioneering online video innovations, is hiring!

Bitmovin API based products help developers around the world solve the most complex video problems with cloud -native software that runs anywhere.

We are looking for a highly motivated, self-driven intern to support our HR team in Klagenfurt to perform various administrative tasks and support our HR department's daily activities. You will gain insights in HR processes from a fast growing international and successful company. You will also get hands-on from office management to critical HR processes and attend meetings.

Working at Bitmovin is international, fast-paced, fun and challenging. Join us to develop, sell and market the world's best video infrastructure for the Web.

## Your responsibilities

- Arrangement of meetings, appointments
- The main point of contact for external inquiries
- Update our internal training platform
- Support in growing our learning environment
- Participate in organizing company events, Lunch & Learns, career fairs
- Support different HR special projects
- Alignment with other board members and relevant stuff
- Document handling and updating of internal databases
- Regular office shopping
- Coordination of facility management

## It would be great if you have

- First experiences as assistant
- Talent to keep multiple things running
- Six month time for your internship
- High affinity towards data
- Excellent written and verbal communication skills in German and English

## Bitmovin's Benefits

- Working with an innovative, fast growing and international team with low hierarchy
- Opportunity to make an impact on the multimedia industry, with target markets EU and US
- Competitive salary
- Flexible work hours
- Investment in growth and education
- No routines, but new challenging projects with global impact
- Free snacks and great coffee
- Open spaced office
- Regular and fun team activities (hackathons, skiing days, ...)
- Company laptops also for private use
- The opportunity to work for an exciting start-up, building innovative video solutions.
- Lunch & Learn

