Welcome to **NEURA Robotics**, the innovator of the robotics world. Our goal is to equip collaborative robots with groundbreaking cognitive capabilities to enable safe and intuitive collaboration with humans. Under the leadership of founder David Reger, we have spent the first years of **NEURA Robotics** laying the foundations for humans and robots to work hand in hand.

"We serve humanity" is not just a motto, but our mission. Become part of our ambitious, international company and shape the future of robotics with us.

Welcome to **NEURA Robotics** - where innovation meets team spirit.

Your mission & challenges

As a Scrum Master / team Assistant in our Software Department, you will support the team and department leadership in organizing workflows, managing tools, and maintaining high-quality documentation. You will play a key role in coordinating development tasks, improving internal processes, and supporting software release activities. With a structured mindset and strong communication skills, you will help ensure smooth collaboration across all stakeholders.

Jira Management (Scrum/Agile)

- Administer and maintain Jira boards for multiple development teams.

- Create, specify, and manage issues, epics, and user stories in close coordination with developers and product owners.

- Ensure consistency in workflows, tagging, priorities, and sprint planning.

- Monitor sprint progress and assist in backlog refinement.

Confluence Documentation

- Maintain and structure documentation in Confluence, including team processes, onboarding guides, meeting minutes, and release documentation.

- Collaborate with developers and leads to ensure up-to-date technical and procedural content.

- Support knowledge sharing through well-organized, accessible documentation.

Process and Release Support

- Assist in the coordination and documentation of software release processes.

- Track release milestones, prepare supporting materials (e.g., release notes), and document compliance steps.

- Support process improvements by identifying inefficiencies and suggesting enhancements.

Team Coordination and Communication

- Help plan and schedule meetings, sprint reviews, and coordination sessions.

- Facilitate communication across teams (e.g., QA, product management, marketing) and follow up on open points and decisions.

- Prepare internal reports, task overviews, and meeting summaries.

Tool and Onboarding Support

- Serve as a point of contact for team tools like Jira and Confluence.

- Support onboarding of new team members by providing access, guides, and walkthroughs.

Administrative Support

- Maintain shared calendars, document spaces, and internal trackers.

What we can look forward to

- Experience in a technical or software development environment is a strong plus.
- Basic knowledge of Agile/Scrum workflows and terminology to effectively support development teams.
- Ability to structure workflows, track tasks, and maintain accurate documentation.
- Strong writing and structuring skills, capable of creating clear and accessible documentation (processes, meeting notes, release notes, onboarding guides).

- Excellent communication skills in English (and ideally German), with the ability to coordinate across teams and stakeholders.
- Ability to identify process inefficiencies and propose improvements.
- Comfortable working in a software/engineering environment, with a quick grasp of technical terminology and workflows (no need for coding expertise).
- Proactive, structured, and detail-oriented way of working.
- Service-oriented attitude, supporting both team members and leadership.
- High reliability and ownership of tasks.
- Ability to work independently while thriving in a collaborative, fast-paced environment.

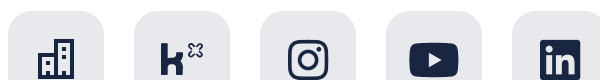# What you can look forward to

- Become part of an agile company, actively shape topics and benefit from flat hierarchies in a highly motivated team
- Enjoy an attractive salary, flexible working hours and 30 days of vacation
- The freedom to contribute your own ideas and drive them forward
- Celebrate successes together with company events
- Take advantage of our corporate benefits program
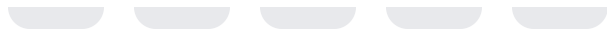- And even more fun with great colleagues

Apply

We are looking forward to meeting you and shaping the future of robotics together. Are you in?

Couldn't find a suitable position? Please send us an unsolicited application.
We are always looking for passionate tech enthusiasts to help us revolutionize the world of robotics!

NEURA

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