



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

For our growing team at Neura, we are looking for support in the People & Culture department at the earliest possible start date.

Do you enjoy organizing, work in a structured way, and want to support our People & Culture team in their daily operations? Then join Neura and help us make our HR processes efficient and reliable.

- Supporting the operational day-to-day business of our People & Culture team and assisting in the smooth implementation of administrative HR processes
- Maintaining, managing, and updating personnel and contract documents
- Structuring, organizing, and further developing our digital HR filing system
- Coordinating appointments and providing organizational support for internal alignments

- Maintaining and updating employee data in our HR systems
- Preparing and compiling documents for internal HR processes
- Ensuring structured documentation of relevant personnel records
- Supporting organizational and administrative topics within the People & Culture department

## What we can look forward to

- Initial experience in an administrative role, HR environment, or office management is an advantage
- Structured and detail-oriented way of working
- Strong organizational skills and a keen eye for detail
- Confident use of common office tools (e.g., MS Office)
- Reliability and discretion in handling sensitive data
- Good communication skills in German and English

## 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**  
ROBOTICS