Halon Security GmbH

At Halon, we're shaping the future of business-critical email communication. Our innovative Dynamic Email Operations technology provides the foundation for secure, reliable and scalable email infrastructure trusted by businesses worldwide. As a growing international technology company, our dedicated team continuously develops our solutions and delivers the best possible service to our customers. We're looking for a motivated working student to support our Customer Success and Finance teams, gain experience in both areas and actively contribute to our day-to-day business processes.

Working Student – Customer Success & Finance

Location: Berlin / Hybrid Employment type: Working student position (20 hours per week during term time)

City: Berlin; Starting date (earliest): At the earliest possible; Remuneration: hourly salary

Tasks

You'll support our Customer Success and Finance teams in their daily operations, gaining valuable insights into the commercial and customer-facing processes of an international technology company.

Customer Success

- Support the Customer Success team with administrative and operational tasks
- Maintain and update customer and contract records in our CRM system, Salesforce
- Assist with preparing and processing quotes and contract renewals
- Communicate with existing customers and help respond to general customer enquiries
- Assist with preparing reports, analyses and presentations
- Support CRM data management and the migration from Salesforce to our new CRM system, HubSpot

Finance

- Support invoicing and accounts payable (AP) and accounts receivable (AR) processes in NetSuite
- Maintain and update financial, billing and general ledger data in NetSuite
- Assist with balance sheet and bank reconciliations
- Support day-to-day accounts payable and accounts receivable operations
- Assist with preparing the weekly payment run
- Coordinate with the Customer Success team on ongoing contract renewals

Requirements

- You’re currently enrolled at a university, ideally studying business administration, economics or a related subject
- You’re interested in customer support, commercial operations and finance
- You work in a structured, accurate and independent manner
- You’re communicative, reliable and enjoy working as part of a team
- You have good Microsoft Office skills, particularly in Excel
- You have a good command of German and English
- Previous experience in Customer Success, Finance or with CRM and ERP systems such as Salesforce and NetSuite is a plus, but not essential

What we offer

- Valuable experience across Customer Success and Finance at an international technology company
- Flexible working hours that fit around your studies
- Hybrid working, with the option to work partly from home
- An international, open and supportive team
- Flat hierarchies, quick decision-making and room for your own ideas
- 30 days of annual leave based on a five-day working week, pro-rated according to the number of days you work per week

Application

Please send your CV along with your salary expectations to melina.dickmann@halon.io.

Contact person: Melina Dickmann

By email: melina.dickmann@halon.io

More information at https://stellenticket.de/208564/UP/
Offer visible until 24/12/26