

Atotech Beteiligungs und Management GmbH & Co. KG



Atotech, a brand within the Materials Solutions Division of MKS Inc., develops leading process and manufacturing technologies for advanced surface modification, electroless and electrolytic plating, and surface finishing. Applying a comprehensive systems-and-solutions approach, Atotech's portfolio includes chemistry, equipment, software, and services for innovative and high-technology applications. These solutions are used in a wide variety of end-markets, including datacenter, consumer electronics and communications infrastructure, as well as in numerous industrial and consumer applications such as automotive, heavy machinery, and household appliances. With its well-established innovative strength and industry-leading global TechCenter network, MKS Inc. delivers pioneering solutions through its Atotech brand - combined with unparalleled on-site support for customers worldwide. For more information about Atotech, please visit us at atotech.com.

Working Student (f/m/d) - HR Transformation - 6 months

Reference number: R19983

City: Berlin; Starting date (earliest): At the earliest possible; Duration: 6 months;
Remuneration: 16,64 Euro/hour; Reference number: R19983

Tasks

A day in the life at Atotech Beteiligungs und Management GmbH & Co. KG

We are looking for a Working Student - HR Transformation to join our Global Process Design Team who is eager to learn and would like to work in an international environment. In this role, you will work with our global, international HR team to support the design and implementation of a global HR process framework. In this role, you will report to the Senior Global HR Program Manager.

You Will Make an Impact By:

- Prepare for and support discovery/design sessions through data research, KPI development, and stakeholder engagement
- Design, document, and maintain global HR processes, including end-to-end workflows and task details
- Facilitate Process CoE collaboration, manage communications, and ensure alignment with standards and process governance
- Analyze HR processes against best practices to identify gaps and drive continuous improvement
- Generate insights by extracting and analyzing process data in Power BI, and monitor system performance and issues

Requirements

Skills You Bring:

- Basic understanding of HR work and a strong interest in learning HR process modeling
- Detail-oriented, organized, and results-driven, with the ability to manage multiple priorities and meet deadlines in a fast-paced environment
- Basic analytical and problem-solving abilities
- Proficiency in MS Office applications
- Effective written and verbal communication skills in English, German is a strong plus
Ability to quickly learn new tools and systems
- You are an enrolled student (m/f/d) for the next months after the start date, preferably with a focus on business administration or human resources.

What we offer

Globally, our policy is to recruit individuals from wide and diverse backgrounds. However, certain positions require access to controlled goods and technologies subject to the International Traffic in Arms Regulations (ITAR) or Export Administration Regulations (EAR). Applicants for these positions may need to be "U.S. persons." "U.S. persons" are generally defined as U.S. citizens, noncitizen nationals, lawful permanent residents (or, green card holders), individuals granted asylum, and individuals admitted as refugees.

MKS Inc. and its affiliates and subsidiaries ("MKS") is an affirmative action and equal opportunity employer: diverse candidates are encouraged to apply. We win as a team and are committed to recruiting and hiring qualified applicants regardless of race, color, national origin, sex (including pregnancy and pregnancy-related conditions), religion, age, ancestry, physical or mental disability or handicap, marital status, membership in the uniformed services, veteran status, sexual orientation, gender identity or expression, genetic information, or any other category protected by applicable law. Hiring decisions are based on merit, qualifications and business needs. We conduct background checks and drug screens, in accordance with applicable law and company policies. MKS Inc. is generally only hiring candidates who reside in states where we are registered to do business.

MKS Inc. is committed to working with and providing reasonable accommodations to qualified individuals with disabilities. If you need a reasonable accommodation during the application or interview process due to a disability, please contact us at: accommodationsatMKS@mks.com.

If applying for a specific job, please include the requisition number (ex: R19983), the title and location of the role.

Application


Interested in a career at a successful industrial company?

Then we look forward to your initial contact or your online application with details of your salary expectations via our website: www.mks.com.

MKS Instruments GmbH
Talent Acquisition Specialist • Frau Daria Zontek
Wattstr. 11-13 • 13355 Berlin

More information at <https://stellenticket.de/204862/TUB/>
Offer visible until 27/07/26





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Working Student (f/m/d) – HR Transformation

6 months

Reference number: R19983

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www.atotech.de

