

People Operations Specialist - part time Danish (and Estonian) speaker

– Are you ready to Klar'ify our HR universe?

We are looking for a new superstar to take action! Our dream scenario is someone speaking both Danish AND Estonian But Danish is the most important language - If you on top of that thrive in a fast-paced, scale-up environment, love working with both people and admin and want to play a key role in shaping Klar's future team – keep reading!

This is a part time job: 15 hours a week located in Copenhagen (Nørrebro)

Are you someone who gets excited about administration, navigating complex HR systems, handling the details of recruitment (like contracts, etc.), and studying HR or a related field? Then buckle up – we might have the perfect role for you in the People & Culture department. Karin & Majbritt cannot wait to welcome a new star to the team



What's the gig?

As our new **People Operations Specialist**, you will be responsible for **making Klar an even better place to work**.

You will play a crucial role in scaling our different teams while keeping our Klar culture strong. Here is what you will be up to:

For you to be a success in Klar, you will need to have the following skills:

- Fluent in Danish and preferably also Estonian – **Danish as your first language**
- You have at least 2 years left of your studies
- **This is not your first job.** You come from a start-up/scale-up environment – you thrive in fast-moving, ever-changing workplaces
- Outgoing, proactive, and flexible – Klar moves fast, and you are ready to keep up!
- Structured & analytical – you turn data into decisions and chaos into structure
- Tech-savvy – Google Sheets/Excel and HR tools (like Emplify) are second nature to you
- Highly responsible and not afraid of new things – you own your tasks and work independently
- Understands that we are culture carriers and therefore are physically present at the office

Assignments. You will:

- Build Klar's employee brand through engaging job ads and candidate experiences
- Collect, analyze & report on key People Data – turnover, performance, engagement, etc.
- Maintain and develop our HR systems & tools (we use Emplify) - you will be our Emplify Guru and go-to person for all requests
- Own our HR administration – contracts, onboarding, off-boarding, etc
- Create initiatives that strengthen our Klar culture and keep employees happy and engaged
- Ad hoc office management tasks 🌟

- ... Maybe you have some cool skills we didn't know we needed σ

We offer:

- 150DKK/Hour
- Delicious and varied lunch buffet (vegan/non vegan) - paid for by Klar as we know you are a student and good food matters !
- 15 hours a week
- An informal and positive workspace that likes to joke around
- A scale-up environment: Not a start-up with no means, nor a corporate monster that doesn't care
- Unforgettable team events and company parties
- An opportunity to have a significant influence on your work and the business in general (we are very open to change)

When are you "Klar"?

ASAP would be nice

At Klar, we're not just opening doors; we are opening opportunities. Join us today, and let's make windows and doors more exciting than ever before!

The office location:

Klar is a Scandinavian organization with offices in Sweden, Denmark, and Estonia.

Our headquarters and factory are located in Estonia, Tartu - but you will be working with our vibrant team in our **Copenhagen-based office located in Nørrebro**.

Here you will join and get 11 cool, talented, and totally awesome colleagues - we look forward to meeting you!

Our Copenhagen-based office is well connected to several public transportation points (bus and s-train stations within 2 min walk) and has access to a large parking lot (if you are not a big fan of cycling).