



Internship Recruiting & Talent Acquisition (f/m/d)

Your heart beats for working with people, and you'd love to experience first-hand how modern recruiting and talent acquisition work in a growing software company?

TimeTac is a continually growing and innovative software company with a focus on developing and providing web-based and mobile time and project tracking solutions. We maintain a modern, open corporate culture with a strong vision and a great working atmosphere in which creative thinking is encouraged. The products of TimeTac are among some of the leading cloud applications in the categories of time tracking and absence planning solutions.



**Graz
Office**



**Internship
Part-Time**

[Apply Now](#)

Your Future Role

Your Skills

- On LinkedIn you identify exciting talents for our open roles, reach out to them directly and answer their first questions.
- You support us with the pre-selection of incoming applications and make sure suitable candidates move through the process quickly and respectfully.
- You coordinate interview appointments and thereby support our structured, three-stage application process (including practical tasks and a personality assessment).
- Step by step, you take on more responsibility – from direct outreach and scheduling all the way to conducting first interviews for selected roles on your own.
- You sit in on interviews and feedback sessions and gain fascinating insights into professional conversation management and personality diagnostics.
- You support the HR team with administrative tasks and carry out research in the areas of people development and workplace health management.
- You actively use modern AI tools (e.g. ChatGPT, Claude, Fireflies) for direct outreach, email communication, brainstorming and follow-up after conversations.
- Recruiting, talent acquisition and/or HR genuinely interest you, and you want to gain hands-on experience in a professional environment.
- You're currently enrolled in a degree programme (e.g. psychology, HR, business, law or similar), ideally at master's level.
- You bring very good written and spoken German and English skills (our company language is English).
- Working with people brings you joy – you enjoy communicating and adapt easily to different conversation partners.
- Discretion, confidentiality, team spirit and initiative are some of your defining qualities.
- You're open to modern AI tools and see them as a meaningful form of support.

Our Benefits



**a modern office in
the city center of
Graz**



**flexible working time
models**



**mutual appreciation
and respect**



**possibility to work up
to 2 days per week
remotely**



**4 € food voucher for
every day in the
office**



**Personal and
professional
development**



**multicultural team
with great teamspirit**



**initatives for mental
and physical fitness**



**Comprehensive
onboarding including
a buddy**



**Hardware of your
choice**



Regular team events



**All-hands meetings &
Company-wide
Retros**

We welcome talents of every gender and background who'd like to become part of the success story of our highly motivated team.

We offer this internship part-time, at around 20–25 hours per week, ideally spread across Monday to Friday. The internship is available immediately, with the exact start date arranged individually based on your availability. It's planned for a period of roughly two months.

The position is filled as Ferialaushilfe under the Austrian IT collective agreement (IT-Kollektivvertrag). On a full-time basis, this corresponds to a collectively agreed minimum gross salary of €1,273.50 per month.

Apply Now

Your Contact



Astrid Pfeiler

Specialist Talent Acquisition &
Recruiting

Apply Now

Take a look behind the scenes

