TechGDPR

Job Offer

TechGDPR is looking for a full-time, permanent

Data Protection Coordinator

Based in Berlin, Germany

TechGDPR is a boutique consultancy company, supporting leading technology companies with their **privacy, data protection** and **GDPR compliance,** as well as **AI ethics and regulatory compliance.** Through assessments, workshops, training and appointment as Data Protection Officer, we pride ourselves in offering excellent service and quality. We provide hands-on and strategic consulting for clients in all areas of technology and business: e-health, e-commerce, streaming, SaaS/PaaS, cloud-native, distributed technologies and web3, artificial intelligence, fintech, e-mobility, cryptocurrency, hardware and more.

Job Description

We are currently looking for a data protection coordinator. This is an entry-level privacy professional with at least one year of work experience in data protection. This role supports the consulting team by project-managing and supporting DPO initiatives according to defined processes and (annual) work programmes. The successful candidate demonstrates a solid understanding of DPO statutory requirements and their associated challenges. They rely on document templates and clear sources of information and are able to quickly identify, document and communicate gaps in templates and client compliance documentation with account managers. The candidate is able to propose corrective measures, carry out approved corrections under supervision and report on anticipated setbacks to DPO service delivery and client projects. The successful candidate ambitions to evolve into a full-fledged consultant. In the first years in the role, they are expected to show initiative, contribute proactively to decision-making and take on an increasing level of responsibility by identifying improvements beneficial to our customers.

The candidate participates in client meetings, analyses client needs in relation to available information on the client's state of compliance. They project manage client deliverables (reports, ROPA, TIA, DPIA etc), participate in non-client matters and contribute to internal deliverables (research requests, knowledge base articles).

Core tasks and objectives include

- Project-managing and bringing common client tasks to a state of readiness determined with their manager, in particular those pertaining to our DPO appointment.
- Successfully support clients relationships by driving projects forward and coordinating with key client contacts.

- Analysing specific data protection and related legal challenges and issues, and developing a clearly articulated corrective action plan.
- Taking part in consulting projects where you provide insights and assessments, supporting your colleagues and the client directly.
- Supporting clients with hands-on improvements to their implementations by making concrete, actionable recommendations.
- Carrying out structured pre-analyses and supporting data mapping initiatives with and for clients.
- Supporting team members with knowledge and analyses.
- Contributing to innovation and development of new client consulting services and supporting the improvement of our internal processes.
- Supporting clients with punctual and specific questions around data protection and best practices.
- Creating reusable tools, templates and resources for clients and facilitating collaboration with colleagues.

Expected skills and qualifications include a combination of the following
- Master degree in law, business management, computer science, data science, cyber security or similar.
- At least one year of work experience in **data protection / the GDPR**.
- Highly organised work approach and excellent time management skills.
- Demonstrable working knowledge of legal systems and the GDPR, attested to by relevant degrees or certifications.
- Demonstrable working knowledge of organizational structures
- Demonstrable working knowledge of data technology and vendor relationships, specifically in their interplay with the GDPR or other data regulation.
- Strong affinity for normative frameworks and guidance affecting data security, data governance, organization compliance and accountability.
- Ability to research, clarify and articulate technical, legal and data protection concepts.
- Comfortable and enthusiastic about communicating in written, oral **and** graphic forms.
- Ability to drive successful client relationships, in particular through regular interaction and relationship building.
- Fluency in English,
    - the ability to communicate professionally and articulately in spoken form, and present to groups;
    - the ability to write structured, and articulated summaries of complex situations, problems and solutions.
    - the ability to independently deliver reports in impeccable business English.
    - the willingness to support a small team with critical proofing for structure, style and readability.

Preferred skills and qualifications
- Professional communication skills in another language, in particular German.
- Recognised certifications attesting to data protection and information security (for example CIPP/e, CIPT, CIPM, TüV DSB, TüV ISO/CISO, ISO27001 Implementer or similar).
- Experience with the use of Generative AI and LLMs.
- Expertise in information security and cybersecurity.

Your benefits

- A compensation package consisting of a base salary and bonus, meeting your experience level, that grows in relation with your personal development and that of the company.
- Fully-remote work within Germany, with initial on-site components during onboarding, and typically one team day per month in Berlin.
- Work with and learn from fascinating clients and their use-cases and challenges from all corners of the world and all sorts of industries.
- A company laptop running Windows/MacOS/Linux - as you prefer, with the software you need.
- Various other benefits, including a public transport card.

Start date April 2026

How to apply

Please send your CV attached to an email with a brief and articulate substantiation of your application to hr@techgdpr.com. We will review applications on a rolling basis, and will have 3-4 rounds of interviews with you, including a legal, technical and language challenge.