

Vacancy:

IPC Human Resources Co-ordinator (f/m/x)

The International Paralympic Committee (IPC) is a non-profit organisation based in Bonn, Germany and is the global governing body of the Paralympic Movement. The IPC owns and supervises the organisation of the Paralympic Games, and serves as International Federation for 10 sports, for which it supervises and co-ordinates the World Championships and other competitions.

The IPC is committed to enabling Para athletes to achieve sporting excellence and to developing sport opportunities for all persons with an impairment from the beginner to elite level. In addition, the IPC aims to make for a more inclusive society for people with an impairment through Para sport.

The IPC offers the position of a full-time IPC Human Resources Co-ordinator (f/m/x) at the IPC Headquarters in Bonn, Germany, in a multicultural team with 130 staff members, starting as soon as possible.

These would be your key responsibilities:

- Create documents for the entire employment cycle, from contract to certificate
- Act as point of contact for external service providers, authorities and social insurance institutions
- Execute the monthly payroll process and accompany audits (social security, taxes)
- Maintain HR master data
- Support the implementation of company pension plans
- Provide reports and support in administrative processes, as requested



We would appreciate your competencies and qualifications in these fields:

- Relevant university degree or a similar qualification
- Relevant professional experience in operational personnel management in Germany, especially in payroll tax and social security matters
- Good communication skills for internal and external interactions, both in English and German language
- Reliable and meticulous way of working with confidential and personal data
- Hands-on mentality and teamwork orientation to co-operate well in a small HR team
- High level of commitment, personal initiative and independent workstyle to help bring forward our exciting organisation in your field of expertise
- Good handling of common MS Office programs

How to apply:

If you wish to apply for the position, please send your CV and cover letter as pdf file in English to the IPC HR Senior Manager @ alexandra.muth@paralympic.org. Please indicate your earliest possible starting date.

Applications will be reviewed on a rotating basis.

The salary level for Assistants/Co-ordinators at the IPC is between EUR 2,400 - 3,000 gross per month.

We especially encourage individuals with an impairment to apply; we support the relocation process and provide transitional accessible accommodation.

For further information on the IPC or the Agitos Foundation, please contact us or visit our website under www.paralympic.org.

We are looking forward to your application!