

# The International Paralympic Committee (IPC) looking for a Recruiting/HR Co-ordinator



**INTERNATIONAL  
PARALYMPIC  
COMMITTEE**

Phone :  
Web : [paralympic.org](http://paralympic.org)

## **Job Summary**

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Vacancy :  
Deadline : Aug 09, 2024  
Published : Jul 16, 2024  
Employment Status : Full Time  
Experience : 1 - <3 Years  
Salary :  
Gender : Any  
Career Level : Any  
Qualification :

## Job Description

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The International Paralympic Committee (IPC) offers the position of a full-time Recruiting/HR Co-ordinator (f/m/x) in an international and multicultural team at the IPC Headquarters in Bonn, Germany, starting as soon as possible.

### ABOUT THE IPC

At the IPC, we work as one team, aligned and focused on fulfilling our vision and mission.

The IPC's vision is for an inclusive world through Para sport. We believe that Change Starts With Sport, and that the work of the Paralympic Movement is a catalyst for driving social inclusion and advancing the UN Convention on the Rights of Persons with Disabilities and the UN's 17 Sustainable Development Goals.

The IPC, a purpose-driven non-profit association, is the global governing body of the Paralympic Movement. We oversee the delivery of the Paralympic Games and Paralympic Winter Games and serve as International Federation for six Para sports. We enjoy a positive working relationship with the IPC Governing Board, members of which are democratically elected every four years by the IPC General Assembly. Since 1989, we have been creating change through sport with the Paralympic Games and Paralympic athletes at our core. The IPC seeks to use the influential global position of the Paralympic Movement and the growing profile of Para athletes to challenge the stigma attached to disability and empower social transformation.

### ROLE

As a Recruiting/HR Co-ordinator, you will be primarily responsible for the recruiting process across all our departments and support our internal team members with HR administration. You will report to the Human Resources Senior Manager and, together with the HR team, complete the operational HR Services team, which looks after our approx. 135 employees.

### CORE RESPONSIBILITIES

- Coordinating the IPC recruiting process for all departments, incl. development of recruitment strategies and ensuring inclusive recruiting practices, in close collaboration with hiring managers
- Responsibility for all administrative recruitment tasks such as posting job openings through different recruiting channels, scheduling interviews, following up with candidates, managing job offers and more
- Being the go-to-person for all candidates' questions, providing them with details about the available roles while effectively communicating IPC's values
- Supporting the HR team with administration tasks and projects, like event organization
- Collaborating on projects for the optimization and further development of the recruiting process, including employer branding initiatives

### CORE REQUIREMENTS

For this role we are looking for a confident communicator with a high level of cultural awareness, with the ability to manage multiple recruiting processes in parallel in an accurate and timely manner.

- Passion for the vision, mission and values of the IPC
- 2 years of professional experience in Recruiting or another HR role
- Relevant university degree or similar qualification
- Diligence, accuracy and reliability, ability to work independently, very good organizational and communication skills
- Knowledge of HR processes and German labour law
- Experience with Personio or other HR systems
- Friendly and service-oriented interaction with candidates, hiring managers, employees and external contacts in an international context
- Proficiency of English and German; the business language is English

If you are interested and provide a good match with our requirements, please send your CV and cover letter in English (pdf).

The IPC is an equal opportunity employer, and we especially encourage individuals with a disability and members of minority groups to apply; we support the relocation process and provide transitional accessible accommodation. For further information on the IPC, please contact us or visit our website under [www.paralympic.org](http://www.paralympic.org).

We look forward to your application!

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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