Vacancy

HR PAYROLL & DATA ADMINISTRATOR (F/M/X)

The International Paralympic Committee (IPC) offers the position of a full-time Human Resources Payroll & Data Administrator (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 Human Resources Payroll & Data Administrator, you will be primarily responsible for preparatory payroll accounting in collaboration with our external tax office and for all HR administration. You report to the Human Resources Senior Manager and, together with two other colleagues, complete the operational HR Services team, which looks after our approx. 135 internal team members.
CORE RESPONSIBILITIES

- Independently implementing and processing of preparatory payroll accounting including time recording
- Managing and coordinating the external payroll service provider and communicating with authorities, offices and health insurance companies
- Implementing operational personnel administration, including managing employment contracts, references, and certificates
- Acting as contact person for our employees and managers in matters relating to social security, payroll tax and employment law
- Organizing and managing employee benefits (JobTicket, company pension scheme, tax-free benefits in kind card)
- Maintaining personnel master data in our HR software Personio
- Creating various evaluations and statistics
- Collaboration on projects for the optimization and further development of HR processes

CORE REQUIREMENTS

- Successfully completed commercial training, e.g. as an office communications clerk, industrial clerk or comparable training
- Professional experience in payroll accounting or preparatory payroll accounting is desirable
- Knowledge of payroll tax, social security and labour law
- Experience with Personio or other HR systems
- Analytical skills and a high affinity for numbers
- Friendly and service-oriented interaction with managers, employees and external contacts in an international context
- Diligence, accuracy and reliability, ability to work independently, very good organizational skills
- Passion for the vision, mission and values of IPC
- Good command of English and German; the business language is English

Do you want to **apply**?

If you are interested and provide a good match with our requirements, please send your CV and cover letter in English and in pdf to HumanResourcesJobs@paralympic.org

Please be informed that we are planning to schedule the first interviews for mid-January 2024.
Within the organisational structure of IPC, the HR Payroll & Data Administrator is located at Co-ordinator level.

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.

**We look forward to your application!**