

IPC (www.ipcqmbh.com) works alongside international financial institutions, development agencies, and visionary businesses to deploy the tools of finance to address our world's most pressing issues, including climate change, youth employment, and sustainable agriculture. Our clients and partners include institutions such as the EBRD, EIB, GIZ, KfW, and the EU, as well as commercial banks, investment funds, and private foundations.

Our people relations team is central to our ability to achieve long-term benefits for our clients and the businesses they serve. We support our colleagues in identifying, recruiting and managing the right people to ensure that our consultant teams provide impactful and high-quality solutions for our clients.

We currently seek to employ a

Working Student (People Relations) (f/m/d)

Location: Frankfurt am Main, Germany

About you

You are an enrolled student preferably in business administration, HR-Management, organisational psychology, or a comparable field of study. You enjoy working in multi-disciplinary teams and with colleagues in multiple locations. Ideally, you also bring the following:

- strong interest in the field of HR/project management and ideally have some initial experience
- tech-savvy and proficient in using the MS Office suite (M365)
- structured and independent way of working
- strong communication skills
- good German and English language skills

About the role

You will play a key role in shaping efficient processes and gain hands-on experience in recruitment, onboarding, and other dynamic people related functions. Your tasks include:

- supporting us with all aspects of implementing an HR-software, including:
 - standardising and organising people-related documents
 - migrating data to the new software
 - capturing HR-relevant data
 - creating standardised templates
- developing and documenting people-related processes
- preparing reports for management

Additionally, you will support us with all ongoing people activities, from creating job postings, through recruiting, to on- and offboarding

If you are looking for an interesting and multifaceted job in a multi-cultural and dynamic work environment, we look forward to getting to know you. Please send a motivation letter, your complete set of application documents to hr@ipcqmbh.com with the subject "Working Student (People Relations)" no later than 30 September 2024.