

We are hiring an

Office Coordinator

Full-time (40 hrs/week)

About Us

Founded in 1972, IFOAM - Organics International works as an agent of change, advocating for true sustainability in agriculture, value chains, and consumption. We are an international non-profit organisation with a membership base in around **100 countries**, promoting a holistic approach to food systems based on the **principles of health, ecology, fairness and care**.

Are you someone with a 'can do' attitude, willing to work with a highly committed team of experts?

The Position

It's an exciting time to join our team! We are in the process of implementing a new strategy. Join us to strengthen our global movement and the organisation and support us to promoting the principles of organic agriculture around the globe.

We are **looking for** a dynamic person as our new **Office Coordinator** in the operations team. The ideal candidate will be a proactive team player with the ability to work collaboratively as part of a **multicultural and interdisciplinary team**.

You will support the core operations and administration in line with our organisational development.

Among many exciting challenges, you will be part of a team of about 20 people **based in Bonn, Germany**, reporting to the Senior Manager of Membership and Operations. **We aim to fill this position as soon as possible.**

Responsibilities:

Secretariat and Office Organisation

- Organise and maintain the day-to-day running of the office systems, premises and equipment efficiently and independently.
- Maintain internal and external communications and correspondence.
- Organise logistics for meetings and events, in Germany and abroad.
- Maintain and update our electronic database.
- Take responsibility of organizing visits of delegations to the office.
- Support the leadership team in organizing meetings.

Human Resources

- Coordinate staff recruitment and their on-boarding and off-boarding
- Support smooth running of regular HR processes

- Implement Data Protection regulations

Other Administrative tasks – (as working hours permit)

- Assist the Executive Director in operational tasks
- Support the finance and membership team
- Any other tasks as assigned by the supervisor

Skills, Experience and Qualifications

- Bachelor's degree in Business Administration, vocational training in office management or similar education (e.g. Bürokaufmann/frau); Personal Assistant diploma or certification is an asset
- 3+ years of relevant work experience as Office Coordinator or Team Assistant
- Experience in an NGO environment or in any international, intercultural and fast-paced environment is an advantage
- Open-minded and flexible, with a positive, can do attitude
- Excellent communication skills (verbal and written)
- Excellent task and time management skills
- Organisational skills and ability to work independently
- Enjoy multitasking
- Accountable and reliable team player
- Familiar with MS Word, PowerPoint, Outlook and MS Teams
- Familiar with the EU General Data Protection Regulation
- Good command of English and German (mandatory). Knowledge of other languages an asset.

Our Offer

We offer a **full-time position (40 hours/week)**, initially limited to **two years**, with a probationary period of six months. IFOAM - Organics International offers an annual salary comparable to those offered by other international NGOs of a similar size in Bonn, Germany, for similar positions. The salary for this position is foreseen in the range between €34,000 to €39,000 per year depending on the level of experience. The benefits package to support a possible relocation to Bonn will also depend on your location.

How to Apply

Please submit your application as a **single file** (PDF) by email to jobs@ifoam.bio, indicating the title of the position you are applying for in the subject line. We aim to fill this position **as soon as possible** and will accept applications until the post is filled.

Your application must include a **cover letter, your CV and salary expectations**. Additional documents may be requested at a later stage. Shortlisted candidates will also be asked to provide the names and contact details of two professional references. Incomplete applications will not be considered.