

TALENT ACQUISITION COORDINATOR (1YEAR FIXED TERM)

We are vital links between an idea for a new medicine and the people who need it. We are the people of PPD — thousands of employees in locations worldwide connected by tenacity and passion for our purpose: to improve health. You will be joining a truly collaborative and winning culture as we strive to bend the time and cost curve of delivering life-saving therapies to patients.

If you think improving health is important, then think of joining PPD. If you want to be proud of what you do, be with PPD. Our colleagues in our HR division strive for excellence in every task, at every moment. We are game changers seeking improvements to processes and more efficient ways of working or adapting to changing environments.

PPD is an established corporation with success forged through superior quality and sound, ethical practices. As part of our HR team, you will use best-in-class technologies and build broad exposure to our business. The pace is busy and the challenges are exciting. Your career here is what you make of it.

If you are looking for a company where you can grow, join PPD. From day one you can expect thorough, top-notch training and development. And the learning never stops. Mobility and advancement are strong at PPD. Our job ladders are outlined, providing opportunities to grow and move up and across PPD, locally or globally.

The Talent Acquisition Coordinator performs a variety of technical and administrative tasks that support the recruitment team in its efforts to efficiently attract, recruit, select and onboard talent.

At PPD we hire the best, develop ourselves and each other, and recognize the power of being one team. We offer continued career advancement opportunities, award winning training and benefits focused on the health and wellbeing of our employees.

Summarized Purpose:

Performs a variety of technical and administrative tasks that support the recruitment team in its efforts to efficiently attract, recruit, select and onboard talent.

Essential Functions:

- Coordinates all phases of the interview process, including scheduling and confirming interviews with candidates and PPD management, arranging travel (if applicable), reserving conference rooms or appropriate equipment.
- Provides support for onboarding of new employees.
- Provides general support to recruitment functions within the department.

- Maintains Applicant Tracking System
- Assists on special projects and other tasks as assigned.

Education and Experience:

High / Secondary school diploma or equivalent and relevant formal academic / vocational qualification

Previous experience that provides the knowledge, skills, and abilities to perform the job (comparable to at least 2 years).

In some cases an equivalency, consisting of a combination of appropriate education, training and/or directly related experience, will be considered sufficient for an individual to meet the requirements of the role.

Knowledge, Skills and Abilities:

- Ability to work independently as well as part of a team
- Proficiency in Microsoft Office programs
- Good organizational and time management skills
- Confidence to handle sensitive information and data effectively
- Ability to coordinate multiple tasks while still delivering high quality results
- Good written and oral communications skills
- Ability to interact effectively with all levels of the organization and outside vendors
- Detail oriented

PPD Defining Principles:

We have a strong will to win - We earn our customer's trust - We are game changers - We do the right thing - We are one PPD -

If you resonate with our five principles above, and ultimately wish to accelerate the delivery of safe and effective therapeutics for some of the world's most urgent health needs, then please submit your application – we'd love to hear from you.

Diversity Statement

PPD is proud to be an affirmative action employer that values diversity as a strength and fosters an environment of mutual respect. PPD is committed to providing equal employment opportunities without regard to age, race, color, pregnancy, national origin, religion, sex, gender identity, sexual orientation, disability, veteran status or status within any other protected group.

HOW TO APPLY: Please send your CV in English to Maria.Mazneva@ppd.com
Only short-listed candidates will be contacted.
PPD is an equal opportunities employer.