

Talent Acquisition Coordinator

Ready to kick-start your career in HR, recruitment, and employer branding?

As a Student Assistant in Talent Acquisition, you'll get the opportunity to learn, grow, and make a real impact in one of the Nordic region's leading insurance companies.

At If, we are providers of possibilities. Every day, we help people feel confident enough to try something new, pursue their ambitions, and focus on what matters most.

About the role

As a Talent Acquisition Coordinator, you will play an important role in supporting recruitment activities across If while helping us strengthen our employer brand. The role combines operational recruitment support with employer branding initiatives, making it an excellent opportunity for someone who wants hands-on experience within Talent Acquisition and HR.

You will work closely with Talent Acquisition Partners, hiring managers, HR colleagues, and candidates to ensure efficient recruitment processes and a great candidate experience. In addition, you will help drive employer branding activities that increase awareness of If as an employer and support our attraction of future talent.

Your primary responsibilities will include:

Recruitment

- Supporting Talent Acquisition Partners with administrative tasks throughout the recruitment process
- Creating and posting job advertisements

- Managing candidate administration in Workday
- Sending assessments, calling reference checks and background checks, and collecting candidate documentation
- Supporting sourcing activities, including LinkedIn searches
- Participating in and helping facilitate recruitment of finanselever, finansøkonomer, and finansbachelorer
- Taking ownership of selected recruitment processes, such as student positions and temporary positions, in close collaboration with the hiring manager
- Answering questions and providing day-to-day support related to recruitment processes and Workday

Employer branding

- Booking and attending employer branding activities and events such as career fairs and visitor days
- Coordinating participants, schedules, logistics, and materials for events
- Planning and creating employer branding campaigns and projects
- Driving the Ung i If network and planning events and activities for students, trainees, apprentices, and interns across the organisation
- Supporting the development and execution of initiatives that strengthen If's employer brand and talent attraction efforts

The position offers 16-20 working hours per week. We offer flexibility around exam periods and other peak study commitments, making it easier to balance work and university life. As you become familiar with the role, there will also be the possibility of a hybrid work setup.

We offer

In the same way that we place high demands on you as an employee, we also expect you to place high demands on us as an employer. Here are some of the benefits of working at If:

- An inclusive work environment where everyone is welcome
- Career and development opportunities in the biggest insurance company in the Nordics
- Social activities, as well as a highly skilled professional environment
- Flexibility to work from home occasionally
- A vibrant social community with various employee clubs and networks, including our young professionals network, Ung i If
- Health promoting workplace with e.g., free fitness and various sports activities
- Great insurance benefits

About the team

The role is placed in the Talent Acquisition organization with four Talent Acquisiton Partners, one Head of Talent Acquisition Denmark and one Talent Acquisition Coordinator in HR. Besides working with your TA-colleagues you might also be in contact with HR colleagues in other teams and recruiting leaders both national and crosscountry. They will support you to succeed and encourage you in your development journey in If.

Who are you?

You have an ambition to learn more in the area of recruitment and employer branding. Your inner drive is strong, you have a sense of responsibility and can be trusted to deliver. You are structured and able to manage multiple tasks at the same time. It is easy for you to create internal and external relations.

Experience with and an interest in Employer Branding is considered an advantage, including facilitating, coordinating, and executing Employer Branding activities and initiatives.

You also have:

- Started a bachelor's or master's degree; it is an advantage if you are in the beginning of your studies
- Some experience within e.g. HR, recruitment, coordination, or Employer Branding
- Strong communication skills in Danish and English, both verbal and written
- Experience working with different systems and test tools. In if we use Workday, Alva Labs and Ref App

Om ansøgning og rekrutteringsproces

Application deadline: Screening and interviews will be conducted on an ongoing basis. The deadline for applications is 22.11.2026.

Application: Please submit your CV via our website. You do not need to attach a cover letter, but we encourage you to include a few lines in your CV explaining why you are interested in the position.

Location: Ballerup

Start date: As soon as possible.

If you have any questions about the position, please feel free to contact Head of Talent Acquisition Denmark, Caroline Risager Krzton, by email at caroline.risager.krzton@if.dk.

Please note that, within the limits of applicable legislation, information about applicants may be reviewed through publicly available sources. Candidates progressing in the recruitment process will be asked to provide references and present a criminal record certificate. Depending on the scope of the role, a credit check may also be conducted on final candidates as part of the hiring process.

We look forward to hearing from you!

If Skadeforsikring	Ansøgningsfrist	Kontaktperson
Ballerup, 2750 Ballerup www.if.dk	22. november 2026 Talent Acquisition Coordinator	Caroline Risager Krzton caroline.risager.krzton@if.dk