Vacancy

IN THE LEAD UP TO AND DURING TOKYO 2020 PARALYMPIC GAMES

ADMIN AND DATA ENTRY CO-ORDINATOR (F/M/X)

The International Paralympic Committee (IPC) offers the fixed-term position of a full-time Admin and Data Entry Co-ordinator (f/m/x) for the time in the lead up to and during the Tokyo 2020 Paralympic Games in a multi-cultural team at the IPC Headquarters in Bonn, Germany.

For this position, we will review applications and interview candidates on a rolling basis.

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 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.

The IPC is the global governing body of the Paralympic Movement. We supervise the organisation of the Paralympic Games and Paralympic Winter Games and serve as International Federation for 10 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.

The IPC is a purpose-driven non-profit association. Our mission is to lead the Paralympic Movement, oversee the delivery of the Paralympic Games and support members to enable Para athletes to achieve sporting excellence. Since 1989, we have been creating change through sport with the Paralympic Games and Paralympic athletes at our core.
ROLE

The Admin and Data Entry Co-ordinator will support the Protocol, Hospitality & Events team in entering, maintaining, reviewing, preparing and processing key data in the lead up and during the Tokyo 2020 Paralympic Games.

Core responsibilities include:

- Entry, maintenance, preparation and processing of data (accreditation, accommodation, arrivals and departures, guest passes); review of data, forms and photos on eligibility
- Preparation and submission of photos and other accreditation data
- Process and follow up on client queries
- Validation of contact details, sorting and distribution of physical documents to clients
- Establish a presenters’ catalogue and database with relevant information

Core requirements include:

- Previous experience and interest in data entry and management
- Excellent verbal and written English skills (knowledge of other languages is a plus)
- Very accurate working style with fantastic attention to detail
- Great interpersonal and communication skills
- Excellent user skills in MS Office programmes
- Ability to work under pressure in the lead up and during Games-time
- Comfortable to collaborate with team members and stakeholders with diverse cultural backgrounds

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 format to eventsjobs@paralympic.org.

We especially encourage individuals with an impairment to apply; we support the relocation process and provide transitional accessible accommodation. For further information on the IPC, salary and relocation information, please contact us or visit our website under www.paralympic.org.

Thank you for your consideration.