Vacancy

**ADMINISTRATIVE SUPPORT/TRAVEL (F/M/X)**

The International Paralympic Committee (IPC) offers the temporary position of an Administrative Support ("Minijob") (f/m/x) in the travel department in an international and multicultural team at the IPC Headquarters in Bonn, Germany, starting as soon as possible until end of March 2022.

**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 Administrative Support is accountable to the Head of Protocol, Events and Hospitality and will be supporting the travel department with the preparations of travel arrangements for the Beijing 2022 Paralympic Winter Games.

CORE RESPONSIBILITIES

- Data compilation and review in excel or sharepoint
- Correspondence and follow-up with travellers
- Liaise with travel agency and airlines

CORE REQUIREMENTS

- Fluency in English, German is an asset
- MS Office, especially Excel
- Attention to detail
- Customer and service-oriented work approach
- Ability to work under time-pressure

DESIRED REQUIREMENTS

- Experience in working for a travel agent, an airline or a travel unit or having knowledge about flight fares, flight routings and international travel regulations.

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 to PHEjobs@paralympic.org.

For this position, we will review applications and interview candidates on a rolling basis with a final deadline of 15 December 2021.

The IPC is an equal opportunity employer, and we especially encourage individuals with a disability and members of minority groups to apply; we support the relocation process and provide transitional accessible accommodation. For further information on the IPC, please contact us or visit our website under www.paralympic.org.

We look forward to your application!