



Vacancy

## TRAVEL ASSISTANT (F/M/X)

The International Paralympic Committee (IPC) offers the position of a part-time (20 hours) **Travel Assistant (f/m/x)** in an international and multicultural team at the IPC Headquarters in Bonn, Germany, starting as soon as possible.

### 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.

**INTERNATIONAL PARALYMPIC COMMITTEE**

Adenauerallee 212-214, 53113 Bonn, Germany / [paralympic.org](http://paralympic.org)  
PHEJobs@paralympic.org / Tel: +49 228 2097-200 / Fax: +49 228 2097-209

## ROLE

The **travel assistant** is accountable to the Head of Protocol, Hospitality and Events.

### CORE RESPONSIBILITIES

- Preparation, booking and execution of air & rail travel for international customers in co-operation with the authorised agency
- Obtaining of visas for international travel
- Execution of hotel bookings
- Conducting of negotiations with service providers
- Communication with international stakeholders and partners

### CORE REQUIREMENTS

- Be trained as travel agent
- Have good IATA and AMADEUS working knowledge
- Have a minimum of two years working experience in the corporate travel business
- Have very good verbal and written command in English and German
- Have a detail-oriented and meticulous work manner
- Have good organisational skills and a proven ability to meet deadlines
- Have the ability to operate with limited supervision and multitask in a fast changing environment

### DESIRED REQUIREMENTS

- Knowledge in other languages is a plus
- Office 365

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](mailto:PHEJobs@paralympic.org).

Applications will be accepted on a rolling basis, with final deadline of 02 May 2022.

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

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further information on the IPC, please contact us or visit our website under [www.paralympic.org](http://www.paralympic.org).

**We look forward to your application!**

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