



Vacancy

FACILITY MANAGER (F/M/X)

The International Paralympic Committee (IPC) offers the position of a full-time **Facility Manager (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, a purpose-driven non-profit association, is the global governing body of the Paralympic Movement. We oversee the delivery of the Paralympic Games and Paralympic Winter Games and serve as International Federation for six 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. Since 1989, we have been creating change through sport with the Paralympic Games and Paralympic athletes at our core.

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.

ROLE

The **Facility Manager** will be responsible for the facility management of the organisation's headquarters and act as first point of contact for any related internal or external stakeholders.

CORE RESPONSIBILITIES

- Manage efficiently all facility-related business operations of the current and new HQ, including among others:
 - Liaising with caretaker, custodial staff and landlords.

INTERNATIONAL PARALYMPIC COMMITTEE

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- Administering utilities and building insurance contracts and contracts of other service providers.
- Managing reception human resources and services.
- Managing the inventory of office furniture, desk assignments and space allocations.
- Access control management including building security and alarm system.
- Overseeing facility-related projects, such as renovations or refurbishments.
- Manage the organisation's workplace health and safety portfolio and act as point of contact to the external occupational safety specialist.
- Administration of the new corporate gym (occupancy, cleaning, etc.).
- Support the office move operations logistics and liaise directly with relevant external service providers.
- Support any related internal projects and tasks related to the office move.
- Execute or support other related organisation tasks or projects, as required.

CORE REQUIREMENTS

For this newly created role, we are looking for a service-oriented, experienced professional who is confident to work with a variety of stakeholders in English and German. The successful candidate will be able to demonstrate comprehensive, up-to-date knowledge and understanding of facility and building management.

- Excellent German and English language skills.
- Excellent project management skills.
- Customer service orientation.
- Excellent interpersonal and communication skills.
- Ability to operate in a fast-changing environment, handle multiple tasks, prioritise and work under tight deadlines.

DESIRED REQUIREMENTS

- Minimum 3 years in a related position.
- BA in facility management or real estate management.
- Experience in managing government-owned office facilities.
- Knowledge of accessibility standards.
- Understanding of up-to-date building technology.

Do you want to [apply](#)?

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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 CampusJobs@paralympic.org

For this position, applications will be accepted on a rolling basis, as we are looking to fill this position as soon as possible, with a final deadline of 31 March.

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!