



Vacancy

TRAVEL CO-ORDINATOR (F/M/X)

The International Paralympic Committee (IPC) offers the position of a full-time **Travel Co-ordinator (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 five 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 **Travel Co-ordinator (f/m/x)** is accountable to the Head of Protocol and Events and will be responsible for all tasks related to business trips for employees and stakeholders of the IPC.

INTERNATIONAL PARALYMPIC COMMITTEE

Dahlmannstraße 2, 53113 Bonn, Germany / paralympic.org
TravelJobs@paralympic.org / Tel: +49 228 2097-200 / Fax: +49 228 2097-209

CORE RESPONSIBILITIES

- Preparation, booking, and post-processing of international business trips for employees and other stakeholders in collaboration with the authorized travel agency.
- Guidance and assistance for employees concerning business trips.
- Handling accommodation bookings for business trips and IPC events.
- Processing invoices and reimbursement claims for travel-related expenses in collaboration with the Finance department.
- Assistance in obtaining visas for international travel.
- Processing mobility service bookings for clients for business trips (air, train and ground transport).
- Engaging in discussions with service providers to facilitate agreements.
- Maintain clear and effective communication with stakeholders in English and German.
- Optimization of work processes related to travel bookings.
- Completion of other job-related tasks and general administrative support for the Events department.

CORE REQUIREMENTS

- Passion for the IPC's vision, mission, and values.
- Successfully completed vocational training in the field of travel.
- Excellent knowledge of IATA and Amadeus.
- A minimum of three years of working experience in the business travel sector.
- Excellent knowledge of written and spoken English.
- Working knowledge of German (CEFR B1).
- A meticulous and independent approach to work.
- A friendly and service-oriented approach when dealing with managers, colleagues, and external stakeholders in an international environment.
- Ability to work with minimal supervision and to manage multiple tasks simultaneously in a fast-paced environment.
- Work experience at an international level is desirable.

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 TravelJobs@paralympic.org

For this position, we will review applications and interview candidates on a rolling basis with a final deadline of 30 April 2026.

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 at www.paralympic.org.

We look forward to your application!

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