



Vacancy

FACILITY MANAGEMENT CO-ORDINATOR (F/M/X)

The International Paralympic Committee (IPC) offers the position of a full-time **Facility Management 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 **Facility Management Co-ordinator (f/m/x)** is accountable to the Facility Senior Manager and will be responsible for the smooth operation of the IPC campus by coordinating facility services, ensuring safety and functionality, and providing administrative and reception support (when required).

INTERNATIONAL PARALYMPIC COMMITTEE

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

CORE RESPONSIBILITIES

- Handle internal Facility Service Desk tickets and resolve issues in a timely manner and coordinate and report facility-related incidents to the Senior Facility Manager.
- Maintain inventory of office furniture, office supplies and kitchen consumables; maintain office and garden furniture, ensuring proper functionality and appearance.
- Coordinate office moves, desk changes, and space adjustments; ensure conference rooms and shared office areas remain clean, orderly and ready for use by conducting regular inspections.
- Assist with the setup and coordination of internal events and act as reception backup as needed.
- Oversee and inspect outsourced facility services (e.g., cleaning, maintenance, landscaping); ensure service quality, document issues, and escalate or follow up on complaints as necessary.
- Coordinate and follow up on planned maintenance and repairs with external service providers and internal teams.
- Inspect safety and emergency equipment (e.g., fire extinguishers, First Aid kits) and maintain all related logs and documentation; support risk assessments related to facilities, equipment, and building security.
- Assist with safety trainings, fire drills, and emergency preparedness exercises.
- Perform daily inspections of the fitness room and equipment, report issues or incidents, and coordinate safety and usage briefings for employees.
- Track and analyse facility service metrics (e.g., response times, costs) and identify and propose improvements for efficiency, cost savings, and service quality.

CORE REQUIREMENTS

- Passion for the IPC's vision, mission, and values.
- A minimum of 2 years of experience working in a service provider position, ideally in a multicultural organisation.
- Ideally completed commercial apprenticeship or relevant experience in the areas of facility management or real estate administration.
- Experience working in an international and multicultural context.
- Service-oriented work approach.

- Ability to follow guidelines and comply with procedures.
- Excellent organisational and administrative skills.
- Ability to work across multiple projects and maintain deadlines.
- Very good verbal and written skills in English and German.
- Proficiency in using basic project management tools such as Microsoft 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 FacilityJobs@paralympic.org.

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

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 career website at www.paralympic.org/careers.

We look forward to your application!

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