



International
Paralympic
Committee

Vacancy:

IPC Travel Assistant (f/m)

The International Paralympic Committee (IPC) is the global governing body of the Paralympic Movement. The IPC supervises the organisation of the Summer and Winter Paralympic Games, and serves as International Federation for ten sports, for which it supervises and co-ordinates the World Championships and other competitions. The IPC is committed to enabling Para athletes to achieve sporting excellence and to developing sport opportunities for all persons with an impairment from the beginner to elite level. In addition, the IPC aims to promote the Paralympic values, which include courage, determination, inspiration and equality.

The IPC offers the position of a **part-time Travel Assistant** as a **maternity leave cover** at the IPC HQ in Bonn, Germany, **starting in December 2017/January 2018**.

These will be your **tasks and 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



You should meet our **requirements**:

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

Do you want to **apply**?

If you are interested in the position and your profile meets our requirements, please send your CV and cover letter in English as PDF file to alexandra.schnurr@paralympic.org (IPC Human Resources Senior Manager) as soon as possible, but the latest by 30 September 2017.

Please also state your earliest possible starting date, salary expectations (please give a precise figure in Euro) and possible working hours as a part-time employee (maternity leave cover).

We especially encourage individuals with impairments to apply.

If you have any further questions, do not hesitate to contact us or see detailed information on the IPC and the Paralympic Movement on our website under www.paralympic.org.

We look forward to your application!