

Vacancy:

IPC Marketing & Commercial Assistant (f/m/x)

The International Paralympic Committee (IPC) is the global governing body of the Paralympic Movement. The IPC supervises the organisation of the Paralympic Summer and Winter 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 Paralympic 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 aspiration and values, which include courage, determination, inspiration and equality.

The IPC offers the position of a **full-time IPC Marketing & Commercial Assistant (f/m/x)** at the IPC Headquarters in Bonn, Germany, in an international and multicultural team, **starting on 01 April 2018**.

Reporting to the IPC Marketing & Commercial Manager, these will be your **tasks and responsibilities**:

- Research leads and potential partnership opportunities
- Assist in developing proposals and presentations to potential partners
- Coordinate internally and research new potential IPC Sports partnership
- Support development of commercial framework for IPC sports
- Review sponsorship and marketing plans and proposals of LOCs
- Track and organise business development activities
- Assist Commercial and Marketing Manager in other tasks as assigned



You should meet our **requirements**:

You must be an individual who is demonstrably committed to the IPC's vision and aspiration. You also must be someone who thrives under pressure and can complement extremely busy colleagues in a fast-paced environment.

Furthermore, you should:

- have a university degree in sports management, marketing, business administration or a related field
- have working experience with Local Organising Committees (LOCs) or international sport federations are of advantage
- have excellent verbal and written English skills (knowledge of other languages is a plus)
- have excellent organisational and interpersonal skills
- be computer literate in MS Office programmes (especially Powerpoint and Excel)
- have the ability to deliver in a fast paced and fast changing environment and keep attention to details
- have the ability to manage multiple projects at a time and collaborate with team members from diverse cultural backgrounds

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 and in the pdf format to alexandra.schnurr@paralympic.org (IPC HR Senior Manager) by 31 January 2018. Please also state your earliest possible starting date as well as your salary expectations (please give a precise figure in Euro).

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 are looking forward to your application!