

Vacancy:

IPC Administrative & Project Support, part-time (f/m/x)

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 an **Administrative & Project Support (part-time)** in the Commercial, Broadcasting & Partnerships department at the IPC Headquarters in Bonn, Germany, in an international team, **starting as soon as possible**.

These will be your tasks and responsibilities:

- Support the Marketing & Commercial Director in:
 - daily communication and correspondence,
 - meeting preparation and travel management,
 - administration of projects, and
 - preparation of presentations.
- Compiling research and document drafts
- Further administrative tasks as requested

You should meet our requirements:

- Bachelor degree or equivalent education in a relevant field
- Working experience in an intercultural and a fast changing environment
- Excellent communication skills and very good verbal and written English command (further languages are a plus)
- Excellent organisational skills and great attention to detail
- Have a proven ability to meet deadlines
- Excellent use of Microsoft Office



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) by 10 December 2018.

Please state your earliest possible starting date as well as your salary expectations (please give a precise figure in Euro).

Please also indicate the hours you are able to work in the part-time capacity; mini-job or medi-job also possible.

We especially encourage individuals with impairments to apply; we support the relocation process and will provide transitional accessible accommodation.

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!