



Vacancy

RECEPTIONIST (F/M/X)

The International Paralympic Committee (IPC) offers a full-time **Receptionist (f/m/x)** position 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

As a **Receptionist (f/m/x)** you will be part of the IPC Operations division, which supports the achievement of IPC's Objectives. We are seeking a friendly, organised, and professional Receptionist to be the welcoming face of our organisation. The ideal candidate will possess excellent communication skills, a proactive attitude, and the ability to manage multiple tasks in a fast-paced environment. The role reports directly to the Facility Manager.

INTERNATIONAL PARALYMPIC COMMITTEE

Dahlmannstraße 2, 53113 Bonn, Germany / paralympic.org

CampusJobs@paralympic.org / Tel: +49 228 2097-200 / Fax: +49 228 2097-209

CORE RESPONSIBILITIES

- Responsible for front desk operations, you will serve as the first point of contact for all guests, visitors, and team members by welcoming and greeting them, answering and transferring phone calls and emails, and communicating with all necessary departments to pass on important requests and information promptly and accurately.
- Providing administrative support by managing incoming and outgoing mail and deliveries, scheduling appointments and meetings, covering different administrative tasks such as office supplies and inventory.
- Responsible for customer service, providing accurate and helpful information to interested parties about the organisation and events.
- Keeping record of a visitors and guests, following internal access and security procedures for guests and visitors.

CORE REQUIREMENTS

- We are looking for someone with a positive attitude and strong interpersonal and communicative skills, with the ability to interact professionally and in a friendly manner with a diverse range of people.
- Passion for the vision, mission and values of the IPC and with the understanding of the principles of inclusion and accessibility.
- High level of organisational skills and attention to detail.
- High school diploma or equivalent; additional certification in office management is a plus.
- Up to 2 years of experience as receptionist or similar positions.
- Proficiency of English and German; the business language is English.

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 CampusJobs@paralympic.org.

Applications will be accepted on a rolling basis, with final deadline of **26 August 2024**. The first interviews will take place in early September.

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 under www.paralympic.org.

We look forward to your application!

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