



2020
ICE HOCKEY
WORLD
CHAMPIONSHIP
SWITZERLAND
Zurich - Lausanne

Organizing Committee
2020 IIHF Ice Hockey World Championship AG
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Job Summary

A world-class international ice hockey event in Switzerland, the 2020 IIHF Ice Hockey World Championship

The Organizing Committee 2020 IIHF Ice Hockey World Championship AG is the organizer of the 2020 IIHF Ice Hockey World Championship taking place in Zurich and Lausanne May 8-24, 2020. The organizing committee is a joint venture with Infront Sports & Media AG. Our offices sit in Zug. There are two local organizing committees, one in Lausanne and one in Zurich. The IIHF Ice Hockey World Championship is the biggest annual winter sports event worldwide. Therefore, if you are an event enthusiast, have a passion for sports and would like to support our team in administrative work on the road to 2020 then apply now!

Job Requirements

We are looking for a **full-time Assistant** in our management team to start as soon as possible (until June 2020) in our headquarter office in Zug.

Job Description

- Translating texts from German into French and vice versa (excellent bilingual skills are a must)
- Daily assistance and support to the head of and his direct management team
- Conduct of all administrative services, e.g., planning and coordination of meetings, travel planning, keeping track of the team's absences/holidays, expense administration, team event organization, general correspondences, etc.
- Meeting coordination incl. follow-ups on meeting deliverables and agreed actions, i.e. management meetings
- Support in the organization of internal and external events
- Meeting preparation, development of presentations and gathering of research material, basic research and analysis
- Team tool and platform coordination (i.e. collaboration environment, team drives, video conferencing)

Education

- Commercial apprenticeship or similar background

Skills and Competences

- Minimum of 2 years of practical work experience in a similar capacity
- Excellent administrative and organizational skills
- Strong IT skills (Outlook, Office, Google Docs and other collaboration tools)
- Previous work experience in the sports industry (of advantage)
- Supportive team-player and passionate communicator
- Proactive work style – being able to get things done in a hectic, fast moving environment
- Discrete - know how to handle confidential information
- Flexible, positive and energetic character

Languages

- Excellent language skills in French and German (written and oral a must). Good English skills.

Please send your CV and motivation letter (in German or English) directly to Sven Probst:

sven.probst@iihfworlds2020.hockey

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