



JOB VACANCY: IFSC ADMINISTRATIVE OFFICER

Reporting to: IFSC HR & Administration Director

Location: IFSC Headquarters in Torino, Italy

Contract: Employee, full time

Start of the contract: January 2025

About the IFSC

The IFSC is the world governing body of Sport Climbing and was created on 27 January 2007 as a continuation of the International Council for Competition Climbing. As international non-governmental and non-profit organisation, the IFSC's main objectives are the direction, regulation, promotion, development, and furtherance of climbing competitions around the world.

The last two decades have been a period of spectacular growth for both Sport Climbing and the organisation. Sport Climbing has gained credibility not only as competitive sport, but also for its social values. The IFSC is a young and healthy federation founded on modern sporting principles and values, cultivating them along with sport growth and development.

Sport Climbing made its Olympic debut at the Olympic Games Tokyo 2020 (one medal) and was part of Paris 2024 programme with two medals. Sport climbing is confirmed sport in the Olympic and Paralympic programme of Los Angeles 2028.

The IFSC represents around 100 different National Federations from the five continents.

The IFSC Calendar has an average of 40 events per year, including but not limited to: World Cups, Para Climbing World Cups, World Championships, Youth World Championships, and Continental Championships.

Job Description

The IFSC is looking for a resource to support the HR & Administration Department of IFSC based in Torino, Italy. The ideal candidate has gained experience in a similar position and has strong adaptability to a fast-growing organisation.

The primary scope of the Department is ensuring procurement and use of resources (human, financial, assets) to reach the goals of the Strategic Plan and in alignment with the internal policies and regulations. Administrative personnel shall have excellent understanding of all the organisation's objectives and processes, and shall operate in conjunction with all the other areas.

The Administrative Officer is responsible for providing comprehensive operational and project support to the HR & Administration Director. The role will focus on running daily bookkeeping activities, coordinating travel plans for the whole delegation and hospitality services for visitors, as well as supporting the management of the office suppliers and equipment.

Duties and responsibilities

Core duties and responsibilities include but are not limited to:

1. Travel coordination and logistics

- Develop and implement the corporate travel policies;
- Coordinate travel arrangements of the federation's delegation;
- Liaise with organising committees to manage attendance of IFSC delegation on international events;
- Approve travel budget requests prior to events in compliance with the budget and regulations in place;
- Seek partnerships with local hotels and facilities close to IFSC HQ, arranging fidelity programs and coordinating reservations;
- Provide support to the organisation of institutional events and related needs (for example: rental of meeting rooms and equipment, arrangement of transfer and catering services, etc.);
- Coordinate deliveries to/from the HQ.



2. Bookkeeping

- Manage bookkeeping of day-to-day financial transactions, keeping the accounting software up-to-date;
- Raise invoices;
- Verify and record accounts payables and submit them to the Department Director for payment;
- Monitor expense reimbursement claims and ensure their compliance with the budget and regulations in place;
- Support Continental Councils in bookkeeping of their accounts.

3. Office

- Provide secretarial support to executive and senior management;
- Manage office suppliers' relations and contracts;
- Maintain the suppliers' database, purchase records, assets registration and related documentation;
- Process office purchase orders in accordance with purchasing policies in place;
- Determine and manage inventory needs.

Qualifications and Skills

The ideal candidate shall fulfil the following requirements:

- BA degree, qualifications in Office Administration are a plus;
- Proven experience in a similar role (at least 2 years);
- Mother-tongue or advanced proficiency in Italian;
- Fluency in English: all official written and verbal communications are in English. Knowledge of other languages is considered a plus;
- Excellent written and verbal communication skills;
- Knowledge of the basic bookkeeping principles, especially in accounts payable/receivable;
- IT literacy and proficiency in the use of Office365 suite (in particular, MS Excel and MS Word);
- Strong organisational skills with the ability to multitask, prioritise and follow up;
- High degree of accuracy and attention to detail;
- Ability to process, manage and organise high quantity of data;
- Ability to adapt to the ever-changing landscape of a high-paced organisation;
- Ability to work independently as well as part of a team;
- Personal integrity and ability to respect discretion and confidentiality in handling sensitive information.

How to apply

To apply for this job, please send your CV and motivation letter to recruitment@ifsc-climbing.org by **Friday, 15 November 2024**.

Reference letters are a plus. Only candidates with the above-mentioned requirements will be considered.

All applications must be submitted in English: applications in other languages will be discarded.