

On the ball?

In order to support our Secretary General's Office we, the **Fédération Internationale de Football Association (FIFA)**, are seeking a self-assured and independent

Coordinator Secretary General's Office (f/m)

Your Tasks

- FIFA Standing Committees and working groups (including FIFA event calendar, consistent organization process, compositions and e.g. Committee for Club Football)
- Responsible of Secretary General's Office (SGO), Ticketing project (VIP-/Complementary purchasing tickets for national and international matches as well as for 2018 FIFA World Cup™ in close cooperation with Marketing Division)
- Manage and control SGO-side of FIFA.com and the Intranet
- Organization of Management Board Meeting
- Support and coordinate Ticketing (VIP-Complementary, allocation, purchasing tickets for national and international matches)
- Presentation of SGO division and introducing guidelines to new team members
- General office organization (filing, archiving, dispatch, templates and document guidelines)
- Contract handling in coordination with legal affairs
- Support internal communication in coordination with different departments and all Personal Assistants in the various divisions
- Handling internal and external requests
- Maintain correspondence, telephone, e-mail, post and fax
- Coordination and follow-up with all various divisions re special projects as well as updating the SGO regularly

Our Requirements

- University degree, technical college qualification or specific higher education
- Several years' experience in a similar role
- Very good oral and written skills in at least three out of FIFA's official languages (English, French, Spanish and German)
- Very good Microsoft Office skills
- Good organizational and planning skills
- Composed with the ability to work well and efficient under pressure
- High level of quality awareness and flexibility with the ability to learn quickly
- Enjoyment of sport, general interest in football

Does this position appeal to you? If you command the required qualifications and would like to work in an international environment, pass us the ball!

Please upload your complete application via the link below:

<https://recruitingapp-2617.umantis.com/Vacancies/494/Application/New/2?lang=eng>

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