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ADMINISTRATION OFFICER

The European Hockey Federation (EHF) is the governing body for all hockey, Indoor and Outdoor in Europe representing 42 Member Associations.

This full time position will be based in Brussels, Belgium at the EHF's new headquarters, which will be opened in early 2008.

The Position:

The Administration Officer's main responsibilities will be:

- To manage and run the EHF Office and to report to the Hon. General Secretary.
- To act as a link between Member Associations, the Executive Board and Committees.
- To act as a link between the Member Associations, the Competitions Manager, Development Officer, Marketing and Events Manager and other staff members.

The successful candidate should have:

- At least 3 years relevant experience within an English speaking environment.
- Excellent knowledge of and ability to communicate in English is a prerequisite and at least one other language is an advantage.
- Excellent computer skills including a high level of proficiency in Microsoft Word, Excel and PowerPoint.
- Excellent organisational and interpersonal skills.
- Takes initiative and ability to work without supervision.
- Attention to detail and ability to work under pressure to tight deadlines.
- Excellent communication skills and ability to work well in a team environment.

Start Date: 3rd December 2007.

Application deadline: 21st September 2007.

Send CV to:

R. David Balbirnie

Hon. General Secretary

European Hockey Federation

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