



ADMINISTRATIVE ASSISTANT

If you are organised, at ease with keeping record in order, your English is good. And if you love sport. Come and join World Athletics to contribute to shaping the future of the most participated sport on the planet and the number one Olympic sport.

The role is based at World Athletics' Head Quarters in Monaco.

About World Athletics

More people around the world participate in athletics than any other sport on the planet.

World Athletics is the international governing body for the sport of athletics that includes track, field and road events. It includes 6 continental federations and 214 national federations, each a member of World Athletics. World Athletics organises leading athletics competitions worldwide including a number of World Athletics Series (WAS) events and its flagship, the biennial World Athletics Championships. It also administers One-Day Meeting circuits such as the World Indoor Tour, Continental Tour, Wanda Diamond League and Road Race Label events.

World Athletics is based in **Monaco**, has a staff of 105 representing 32 different nationalities. Lord Sebastian Coe was elected as the current World Athletics President in August 2015, reelected in 2019 and 2023. He has since instigated a period of high-profile organisational transformation and modernisation, as well as widespread reforms across the sport globally.

World Athletics' vision is **"to use the power and accessibility of athletics and our athletes to create a healthier and fitter world"**, which gives a true purpose to all people working in the Association. They also aim at developing the whole sport – from playground and parks to Olympic Podiums.

The Athletics Integrity Unit ("AIU"), is an independent unit of World Athletics responsible for the implementation of World Athletics' anti-doping and integrity programmes globally. The AIU is an operations-driven unit. It currently employs 35 staff and contractors.

The AIU is looking for an administrative assistant to assist the Office Manager ensuring efficient office operations including improving information and documents management systems.

Description of key responsibilities of the position

- Assisting Office manager with daily tasks
 - Follow-up of AIU tickets
 - Ordering stationery and furniture
 - Arranging/ booking transport and accommodation.
 - Organising and scheduling appointments and meetings.
 - Maintaining contact lists.

- Assisting with the management of the AIU documents/archives
 - Implementing AIU protocols for the archiving of documents (in office and off site)
 - Responding to the document storage requirements of individual departments and updating AIU protocols as necessary
 - Arranging for the digitisation of documents/records for archiving where appropriate
 - Arranging for the destruction of documents in accordance with agreed retention periods
 - Maintaining all relevant archive registers and records

- Assisting with the management of AIU contracts and other agreements



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- Maintaining a register of current contracts and agreements, recording in each case the responsible AIU director, contract value and renewal date
- Destruction and/or digitisation of expired contracts in accordance with agreed retention periods
- Maintaining all relevant registers and records

- Other tasks
 - Collecting and recording suppliers invoices and assigning them for approval
 - Preparing invoices
 - Assisting teams with data entry/recording

Skills and experience required

- Excellent organizational skills
- Previous experience in documents/archive management
- Planning and coordination skills with the ability to prioritize competing requirements
- Rigor, commitment and accuracy in implementing all entrusted tasks
- Good English, writing, reading, speaking.

What we offer

- Comprehensive package, including medical, life insurance and income protection.
- A talented team of passionate individuals who love what they do
- The option to work from home for one day a week.
- Development opportunities
- Casual and inclusive atmosphere with people of diverse backgrounds, lifestyles, and nationalities
- Wellbeing and teambuilding initiatives and activities throughout the year (travel, ski, etc.)
- Exceptional work and living environment in Monaco: sea and mountains on the doorstep, 300 days of sun per year and a safe and secure community.

How to apply

World Athletics is an equal opportunity employer and strongly encourages applications from suitably qualified and eligible candidates regardless of gender, ethnicity, disability, age, sexual orientation, gender identity, religion or belief.

To apply candidates should send the following in English to emploi@worldathletics.org before **July 28th 2024**.

- ☺ Letter of application highlighting your interest in the post and your relevant experience
- ☺ Up to date curriculum vitae
- ☺ Details of current remuneration
- ☺ Names and contact details for three referees (referees will not be contacted until final interview stage)