



EXECUTIVE ASSISTANT

If you have a sound knowledge of administrative principles and are proactive with an analytical mind-set. If you are always looking for better ways of doing or organising, who enjoys working jointly, stimulated by international, multicultural environments and global challenges. And if you love sport. Come and join World Athletics and contribute to shaping and protecting the future of the most participated sport on the planet and the number one Olympic sport.

World Athletics is looking for a highly motivated **Executive Assistant** to assist our CEO.

The role is based at World Athletics' Head Quarters in Monaco, reporting to the CEO.

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 more than 110 representing 30 different nationalities of all continents. Lord Sebastian Coe was elected as the current World Athletics President in August 2015, reelected in 2019 and in 2023. He has since instigated a period of high-profile organisational transformation and modernisation, as well as wide-spread 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.

General overview of the position

We are looking for an executive/personal assistant who will provide the CEO with efficient and organised administrative and logistical assistance. He / She will work directly on a wide variety of tasks and subjects closely linked to the professional activity of the CEO.

Description of key responsibilities of the position

- Contact point between the CEO and the internal and external contacts
- Extensive calendar management and follow up
- Managing emails
- Preparation of agenda, minutes, reports, presentations, notes taking etc...in English.
- Travelling arrangements (Hotel, flights, visa, etc)
- Preparation and organisation of meetings abroad and professional events
- Ensuring follow up on actions
- Accompanying the CEO on various events
- Searches, information collection
- Assistance/management of the CEO's personal matters as necessary



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- Daily office administrative tasks: invoice follow up, filing, supplies management, expense reports, etc.

Skills and experience required

- 5 years' experience as executive assistant of a senior Director with similar missions, ideally in an international environment
- Proven track records of agenda management
- Proven track record of the ability to take notes effectively and create presentations for the Executive
- Proven track record of planning and time management abilities

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 by **June 23rd, 2025**.

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)