



Badminton Europe
Brøndbytoften 14
2605 Brøndby, Denmark
info@eurobadminton.dk
www.badmintoneurope.com

Brøndby, 7 May 2019

Badminton Europe is seeking a Manager for a full-time position to join its head office in Copenhagen, Denmark.

JOB DESCRIPTION

Manager – Badminton Europe Administration

Would you like to work for an international sports organization? We are looking for an Administration Manager to support the office in Copenhagen as well as the Board of Directors from all over Europe.

Badminton Europe is the Continental Confederation administering the sport of badminton in Europe. There are currently 16 full time employees backing up an elected Board of Directors of 14 Directors and 53 Member Associations. Information on the organization can be found here: <http://www.badmintoneurope.com>

The Manager will be responsible for, and travel to, our Annual Congress and for 3 to 4 Board meetings every year.

Next to this the tasks could include support in areas of development, events as well as basic finances. Ideally some basic IT skills as well as a good level of English would be seen as advantages.

The work will include some travelling and some flexibility in working hours will be required.

Relevant working areas

- Administration
- Events
- Development
- Communication
- Finances
- IT/website

Ideally the Manager has a keen interest in badminton or in sports in general.



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Qualifications

- You have experience in administration
- You have experience in project planning
- You are fluent in written and spoken English
- You are familiar with the world of badminton/sport
- You have initiative and personal drive
- You can work and deliver within deadlines
- You have excellent skills in Word, Excel and PowerPoint
- You have good understanding of IT systems and can work with websites

We offer salary according to qualifications + pension. We will provide workstation, mobile phone and daily allowance when travelling.

We organize Christmas party and summer party + several other social arrangements with the staff and value good team spirit.

The successful candidate will have to re-locate to Copenhagen and should have the necessary **work permission in the EU** to be considered for the job.

The preferred candidate should fit in well in a young and dynamic environment.

Interested applicants are invited to send a written application or a video application and a detailed CV by e-mail to;

Brian Agerbak
General Secretary
Badminton Europe
Brøndbytoften 14, 2605 Brøndby, Denmark
Tel: +45 21 68 00 82
E-mail: brian.agerbak@badmintoneurope.com

Please mark the application: MANAGER ADMINISTRATION

All applications must reach the above address by **Friday 24 May 2019 at 12.00 CET**. Only short-listed candidates will be notified.

We are looking to start the employment as soon as practically possible.