



European Table Tennis Union



## Advertisement

### ETTU ADMINISTRATION AND PROJECTS CO-ORDINATOR (F/M)

European Table Tennis Union (ETTU) is seeking to appoint a full time

#### Administration and Projects Co-ordinator

based at the ETTU Office in Luxembourg.

Do you have administration and financial experience and do you have a passion for table tennis, an Olympic and Paralympic sport?

If so, we could have the ideal job for you.

Working with a small team of dedicated and passionate individuals, we are looking for someone to help develop, drive and improve our business.

#### Key duties and responsibilities

Assisting the President, Executive Board, Secretary General and Deputy Secretary General with specific project tasks

Providing support for ETTU competition and event management

General office administrative duties

Book keeping and cash flow forecasting

#### Requirements and Conditions

Personal Profile	Excellent administrative and organisational skills
	Excellent interpersonal, communication and collaboration skills
	Proven ability to work with a minimum amount of supervision, using own initiative, high resistance to stress
	Knowledge of the organisation and structure of table tennis in Europe
Skills	Advanced computer skills
Languages	English language proficiency essential, knowledge of one or more European languages will be an advantage
Status	Employee contract
Location	Luxembourg (ETTU Office)
Working time	36 hours average per week, possible irregular working time during high activity periods



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Contract period                      From 1<sup>st</sup> January 2015 for 2 years initially, with 3 months trial period

**Closing date for applications**    7<sup>th</sup> November 2014

**Provisional interview date**        28<sup>th</sup> November 2014 in Luxembourg

Further information can be provided by the Secretary General, Richard Scruton, (email [rcsettu@pt.lu](mailto:rcsettu@pt.lu) )

Applications must be submitted in English, including a detailed CV and a recent photo, indicating the expected monthly NET salary (€)

to

The Secretary General

European Table Tennis Union

16 rue Eugène Ruppert

L-2453 Luxembourg

LUXEMBOURG