



To expand our administrative staff at the IHF Head Office in Basel, we invite for applications for the position of

### **Translator (French/English)**

for the earliest possible starting date.

#### Duties:

- Organising and handling sport-specific translations, translations in the field of marketing and administration as well as proofreading
- Writing texts for the IHF website and other publications
- Administrative handling of IHF projects and events
- Correspondence in English and French; taking minutes
- General administrative tasks

#### Key skills required:

- University degree in translation (French/English) or equivalent qualification
- Stylistically appropriate command of written English and French
- Good text writing skills in English (e.g. articles for IHF website, etc.)
- Very good command of oral English and French
- Knowledge of German will be advantageous, other foreign languages will be appreciated
- Being able to accomplish translations of general information, newsletters, brochures, regulations, minutes, etc. (French-English and English-French) independently
- Master the MS Office package
- Sports affinity; ideally you play handball or know handball from your own experience
- You have a flexible attitude, are fully reliable and team-oriented. You must have impeccable attention to detail and you act independently.
- You are ready to attend meetings taking place on weekends.
- You are motivated, thriving under pressure and ready to assist other departments.

Do you match the aforementioned profile? To apply please submit your application (including CV and salary expectation), preferably by e-mail, to:

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E-Mail: [jobs@ihf.info](mailto:jobs@ihf.info)