

# EXECUTIVE OFFICE MANAGER

European Club Association

Deadline for application: 16<sup>th</sup> of March 2018; [jobs@ecaeurope.com](mailto:jobs@ecaeurope.com)



## MISSION

- The Executive Office Manager supports the General Secretary (GS) with his key dossiers and meetings as well as the relations with the Chairman and the Board. He/she acts as the Executive office contact point, liaising internally and externally to prepare the dossiers and coordinate the activity of the GS.



## MAIN RESPONSIBILITIES

- To coordinate GS meetings and update him on the key dossiers
- To organise and prepare Executive meetings/conference calls as appropriate
- To act as contact point for the Chairman, the Board members and key stakeholders
- To liaise with the ECA departments, collect and distribute relevant information
- To organise the calendar of the GS in cooperation with the Personal Assistant and to oversee the travel schedule of the GS
- To do relevant research and analysis linked to the key dossiers, in cooperation with the relevant departments
- To lead other dedicated projects or sub-projects as defined by the GS or the Executive Board from time to time



## REQUIREMENTS

- University Master degree or similar
- Up to seven years of professional experience, in particular in administrative/relationship-building roles in sports
- Excellent knowledge of the professional football landscape and politics
- Strong communication and interpersonal skills
- Report writing and minutes drafting skills
- Ability to meet deadlines and work under time pressure
- Motivated and organised, ability to work independently
- Work full-time from the ECA Offices in Nyon, Switzerland
- Fluent in English (oral and written); knowledge of French; other languages are a plus