



**The International Table Soccer Federation (ITSF)**, [www.tablesoccer.org](http://www.tablesoccer.org), brings together more than 60 national table soccer federations all over the world. A nonprofit sports organization founded in 2002, the **ITSF** main roles are: to promote the global development of table soccer around the world as well as to support good relationships between the various national federations. It regulates the codes and rules of the game, promotes and organizes international tournaments (World Cup, Champions League, Masters, etc.), manages a world ranking of players and nations, etc. To carry on with the daily management of the Federation, the **ITSF** recruits, for its headquarters based in Nantes (France), a position in permanent contract, 35 hours, of:

## Administrative Assistant and Accountant Bilingual French / English

### **MISSION:**

Attached to the President of the Federation, you are responsible for the day-to-day administrative and accounting management. You also participate in the promotion of the **ITSF**. In daily liaison with the various Commissions, volunteer members and all the national federations of the **ITSF**, you facilitate the exchanges, you provide them with personalized logistical and administrative assistance. Your various missions are also relational, organizational and administrative:

- Respond to requests received daily by e-mails in English and French
- Provide administrative support to Federation Commissions and volunteers
- Carrying out general accounting work on ERP system: accounting entry, billing, regulations, cash follow-up, wages, vacations and trainings control
- Writing and disseminating communications on the **ITSF** website and social networks
- Organize meetings and votes of the Executive Committee, draft and publish the results
- Manage the online shop: preparation of orders, stocks and purchases
- Prepare contracts with our business partners and make Power Point presentations
- Anticipate, manage and check the organization of trips, meetings, events, ...

### **PROFILE:**

You have a successful experience of, at least, 2 years in executive assistant, sales assistant, accounting, events, ... if possible in an international environment. You are fluent in both French and English; You have strong computer skills and the basics of accounting.

We will appreciate with you: spirit of service, commitment, confidentiality, efficiency, organization, rigor, dynamism, adaptability, simplicity and conviviality.

Do you have the sportsmanship and do you wish to participate in the day life of our Federation? To join us, please send your application (CV, cover letter and salary expectations) with the reference: **196RAB/IDM** to our Recruitment Council:

Isabelle de Miscault – Cabinet IDManagement RH - 12 rue d'Aguesseau - 44000 Nantes - France

Website: [www.idmanagementrh.com](http://www.idmanagementrh.com)