

JOB ADVERTISEMENT | Office & Operations Coordinator (m/f/d)

Permanent, part-time position: **25 hours/week** | Location: **Cologne, GER** | Start: **as soon as possible, latest by 1 January 2026**

The **European College of Sport Science (ECSS)** is a leading, international, non-profit scientific association – dedicated to promoting and disseminating multi- and interdisciplinary research in sport and exercise science. ECSS publishes its own scientific journal and organises Europe's largest annual sport science congress, held in different destinations across the continent. Our small but highly committed Office Team coordinates membership services, congress logistics, partnerships and organisational operations that connect thousands of professionals worldwide. Further information about ECSS can be found on our website: sport-science.org.

To strengthen our team, we are seeking a motivated and well-organised **Office & Operations Coordinator (m/f/d)** to support our international activities from our office in Cologne, Germany.

YOUR MAIN RESPONSIBILITIES

- Coordinate daily office operations and administrative processes
- Support the preparation and execution of the ECSS Annual Congress as well as related projects and meetings, including on-site participation during the congress week (travel within Europe required)
- Maintain and update databases, documents and communication records
- Handle correspondence and inquiries from members, congress participants and ECSS boards and committees
- Prepare and interpret statistics and reports to support internal processes
- Assist the Executive Team and colleagues with administrative and organisational tasks
- Support the acquisition and administration of exhibitors and partnerships

YOUR PROFILE

- University degree or equivalent qualification in administration, management, communication, sport science or a related field
- Experience in office administration, project or event coordination or similar roles
- Excellent command of English (spoken and written); German skills are an advantage
- Proficiency in MS Office; experience with databases or CRM systems is an advantage
- Strong organisational, problem-solving and communication skills
- Reliable, proactive and team-oriented working style, with a strong focus on accuracy and the ability to perform efficiently during peak periods (e.g., lead-up to the Annual Congress)
- Interest in sport science and working in an international, non-profit environment



EUROPEAN COLLEGE of SPORT SCIENCE

WHAT WE OFFER

- A varied and responsible **permanent, part-time position (initially 25 hours/week, with potential for adjustment over time)** in a small, international team
- A supportive, open working atmosphere with professional colleagues
- Flexible working hours and the option for remote work by arrangement, with support to balance family and career
- The opportunity to contribute to Europe's leading sport science congress and gain practical insight into international event management
- **Remuneration:** Compensation is oriented towards the salary structure of the German public sector (TV-L) and will be adjusted according to the candidate's qualifications and experience

APPLICATION DETAILS

Please send your **application (CV and motivation letter in English)** as a single PDF file by **7 November 2025** to **Dr Thomas Giel** at thomas.giel@sport-science.org, referring to the subject **"Job Advertisement // Office & Operations Coordinator"**. This contact person is also available for any questions regarding the position, which can be addressed via email or by phone at **+49 221 9626 2776**. Applications will be reviewed on a rolling basis.

We welcome applications from all qualified candidates regardless of gender, nationality, age or background.