



Transfer and Legal Coordinator

The International Ice Hockey Federation (IIHF) is the governing body of international ice hockey. The IIHF features 83 member associations, each of which is the national governing body of the sport in its nation. Besides controlling the international rulebook, processing international player transfers, and dictating officiating guidelines, the IIHF runs numerous development programs designed to bring hockey to a broader population. From its headquarters in Zurich, the IIHF organizes in cooperation with its 30 staff members more than 25 international tournaments and competitions annually.

In order to temporary support our Legal team (maternity cover), we are looking for a dedicated and passionate:

Transfer and Legal Coordinator «maternity cover» (f/m/d)

Reporting to the Legal Director, the Transfer & Legal Coordinator support the Legal Department in various tasks assigned as addressed below.

The IIHF would like this position to December 1st, 2022 for the period till 30th June 2023.

Key Responsibilities:

Managing IIHF Online Transfer System

- Processing various transfer requests from the Member National Organizations (MNA) in the IIHF Online Transfer System
- Assisting and supporting MNAs within the Transfer system usage (help onboard the new users, collect the documents, solve transfer issues etc.)
- Communication and coordination with MNAs
- User management (agreements with new users, managing the current users)
- Creating reports and invoices

Eligibility

- Checking, controlling, and assessing player eligibility applications
- Working with MNAs on the eligibility cases (help to understand the rules, work on the documentation, answer questions etc.)
- Checking and controlling the eligibility of all players participating in IIHF Championships via an online portal
- Liaising with MNAs and representatives regarding eligibility issues at Championships

Covid Compliance

- Creating Covid regulations for the upcoming Championships
- Organizing meetings and education sessions with teams on Covid Compliance
- Communicating with teams, collecting, and controlling sensitive data, providing support with any questions/issues
- Controlling the Covid testing procedures

Administrative support within the Legal department

- Organizing meetings (booking tickets, hotels, managing invoices)
- Managing the mails
- Supporting the Legal department in various matters



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Skills and Qualifications

- Very good English written and oral communication skills
- Strong organizational and administrative skills with attention to detail, ability to set and manage priorities
- Ability to communicate effectively at all levels, combined with a strong sense of discretion and confidentiality and handling of sensitive and confidential data
- IT literate (MS Office, data management)

If you are a dedicated, open-minded and self-motivated team player with great communication skills, then we are looking forward to receiving your full application.

Benefits:

The ideal candidate will be offered a highly interesting and versatile function within an international ice hockey environment as well as excellent benefits.

Contact:

International Ice Hockey Federation

c/o Irina Ebner

Brandschenkestrasse 50

8027 Zürich, Switzerland

Phone: 0041 44 562 22 00

job@iihf.com

