



We are looking for an Administrative Trainee for IFAGG

We are looking for a proactive and self-oriented trainee for our administration. We value service-mindedness, strong commitment and eagerness to learn. Our office is located in Hermanni (Vallila), Helsinki.

The main tasks of the Administrative Trainee

- Daily communication with customers and the office team
- Answering to enquiries
- Handling and follow-up of orders
- Invoicing, documentation and other administrative tasks
- Being a part of the production planning meetings

Experience & competencies needed

- Suitable studies in university level (e.g. international business)
- Ability to work under pressure and on several tasks simultaneously
- Accuracy to input orders correctly
- Willingness to learn
- Good interpersonal and team working skills
- Good knowledge of MS Office programs
- Fluent communication skills in Finnish and English. Other language skills are advantage.
- Knowledge of aesthetic group gymnastics is considered an advantage.
- Positive and customer oriented can-do attitude is the most important attribute you can bring to the position.

Work is full-time. The length of the employment will be until the end of year 2019, starting as soon as possible. The trainee will be paid salary.

Please send your application and cv via email to office@ifagg.com. Please apply before 15 March 2019. The position will be filled immediately after the right person is found.

More information will be given by: Päivi Ahlroos-Tanttu, Executive Director of IFAGG, tel. +358 44 304 3708, office@ifagg.com

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International Federation of Aesthetic Group Gymnastics, IFAGG is a non-profit international federation, and it has been properly and legally registered as such. Its mission and purpose are strictly to advance the sport of aesthetic group gymnastics. IFAGG is the supreme authority on all matters relating to International Aesthetic Group Gymnastics. IFAGG, was established on 12 October 2003 and is the recognized world governing body of aesthetic group gymnastics (AGG).