



Olympic Support Assistant (OSA) Czech Hockey Federation

Background

The Olympic Support Assistant (OSA) will be the right hand of the Logistic Manager being responsible for all back-office organizational and logistic activities related to the ladies national hockey teams (U16/U18/U21 and First Ladies Team). In this role the OSA will support the full team with all back-office tasks ensuring the team can focus maximally on the hockey/performance side of the programme.

Due to the nature of this job and the daily interaction with many Czech colleagues and other entities, this position is available only for a Czech speaking candidate.

Key Responsibilities

- Initiate, coordinate and take responsibility of all back-office procedures, processes and tasks (be it logistic, organizational or admin processes/tasks)
- Maintains the data sets defined with player and performance information and executes basic data analyses (both hockey and non-hockey related)
- HR person for the staff team and first contact for day-to-day HR topics
- Make travel arrangements for national teams, staff and members of staff
- Ensuring the meeting model and communication structure is put into life and followed up on. Plans meetings, take minutes where necessary and follows with concrete activities where required
- First contact for the central service model organisation
- Supports ways to make the philosophy and values come alive among players, staff and team members
- Oversees financial performance and closely works with the secretary/ies responsible for invoicing.
- Responsible for acquiring, issuing and maintenance of all sport equipment for all national ladies teams, thereby adhering to the "inventarisation procedure"

The priorities for the role are:

- The post holder will work intensively with all members of the staff in the team to ensure all back-office tasks are taken care off to support a high performance culture. First point of contact for stakeholders outside of the team.
- Create valuable insights for the team management to make informed and quality decisions about the road ahead. Develop, maintain and use data sets to gain valuable knowledge to support decision making
- Organize all travel, accommodation and diet arrangements in an effective and efficient way in cooperation with the team managers and where necessary in consultation with the HPD.
- Collaborate intensively with federation secretary office to ensure we keep the federation processes and rules in account to create a professional environment for players and staff and to ensure alignment between the federation and the programme.
- Ensures that the meeting model is implemented and all participants respect the model and cooperate in such a way which prevents unnecessary urging and follow ups.
- Makes his/herself familiar with NSA guidelines and sponsor contracts to ensure we fullfill financial and non-financial criteria mentioned in the manuals/contracts.
- Finds economic but quality solutions when it comes to ordering of equipment/services.
- Maintain good relations with EHF/FIH.



Experience

- Knowledge and understanding of back-office function and processes
- Knowledge and understanding of what is required to support a diverse high-performance team
- Experience of working with a diverse range of stakeholders and proven success at building excellent working relationships
- Experience of working with partners/sponsors

SKILLS & PERSONAL ATTRIBUTES

- Representative, positive and Excellent interpersonal skills
 - Excellent PC skills (MS Office) and strong analytic skills
 - Willingness to take ownership and be held accountable
 - Demonstrate the highest professional standards of operation and delivery at all times
 - Excellent communicator (written and verbal) with an ability to communicate effectively with a diverse range of people, and able to present a highly professional image when representing
 - Ability to promote and foster a team culture where values such as excellence, hard work, service to stakeholders, honesty, integrity and achievement are paramount
- Languages: English and Czech a must, German a benefit

The offer

- Full time job (3 or more days per week up for discussion)
- Start: March/April 2022
- Monthly salary: 30.000-45.000 CZK

