

## ***FBST IBC Assistant***

Based at the IBC, working with the FBST Core Team.

### **Duties**

- Assist with office set up
- Assist the core team in all daily tasks
- Organise transportation & prepare daily schedules, organise lunch vouchers, general errands, etc.
- Translation

### **Skills**

- Very good English, another language would be an asset
- Good computer knowledge
- Service oriented



FIFA INTERNATIONAL BROADCAST CENTRE