



Luxembourg Taekwondo Federation  
3, route d'Arlon | L-8009 Strassen | Luxembourg  
www.luxembourgtaekwondo.lu  
secretariat@luxembourgtaekwondo.lu  
Affilié a WT | ETU | ITF | COSL

## Administrative Manager (M/F)

### DESCRIPTION OF EMPLOYER

The Luxembourg Taekwondo Federation a.s.b.l., founded in 2023 and part of the sports movement under the law of 3 August 2005 on sports; approved and recognized as being of public utility by Ministerial regulations of 24.01.2024 by the Ministry of Sport. Coaches and referee's licenses are certified by ENEPS. LTF is a member of NOC COSL (Comité Olympique et Sportif Luxembourgeois).

In 2026, the TKD section includes 20TKD clubs (including 3 ITF clubs) with approximately one thousand four hundred (1400) members.

### Job profile

|                                |  |
|--------------------------------|--|
| <b>Work place:</b>             | Luxembourg   |
| <b>Registered Office:</b>      | Maison des Sports, 3, route d'Arlon, L-8009 Strassen, Luxembourg.      |
| <b>Title:</b>                  | Administrative Manager   |
| <b>Level of qualification:</b> | Bachelor's degree (or equivalent)                                      |
| <b>Type of contract:</b>       | Half-time (900 hours/year) fixed-term contract over 2 years (20h/week) |
| <b>Hiring date:</b>            | immediate  |
| <b>Working hours:</b>          | Flexible working hours, including weekends and some public holidays.   |

### Mission: Administrative Manager LTF

#### Purpose of the position

To contribute to the continuity, structure and quality of the administrative functioning of the federation, by ensuring the reliability of processes, the compliance of procedures and operational support to decision-making bodies, affiliated clubs and institutional partners.

#### Role and Responsibilities

The Administrative Manager is responsible for coordinating, implementing, and monitoring the federation's administrative activities. They play a pivotal role between the board of directors, management, governing bodies, members, and partners, while ensuring the smooth operation of internal processes and compliance with regulatory requirements.

#### Main Responsibilities:

- Manage day-to-day administrative operations (mail, files, archiving, document management, member/licensee databases).
- Supervise and organize the work of the LTF employees.

- Prepare and follow up on statutory meetings (notices, files, minutes).
- Ensure the administrative follow-up of affiliations, licenses, membership fees, and relations with member clubs.
- Contribute to the logistics and administrative follow-up of projects, events, and competitions organized by the federation.
- Support day-to-day financial management (invoices, tracking spreadsheets, grant application support).
- Serve as the administrative liaison with institutional partners, international federations, and public services.
- Ensure the federation's activities comply with administrative regulations (statutes, rules, legal obligations).

#### **Required skills:**

- Good knowledge of how amateur sports and sports federations operate.
- Proficiency in computer skills (office software, databases, document management).
- Excellent organizational skills, attention to detail, autonomy, and a strong sense of responsibility.
- Ability to work in a team and to supervise a small team.
- Excellent writing and communication skills.
- Discretion and respect for confidentiality.
- Fluency in Luxembourgish, French, German and English.

#### **Qualifications:**

- Bachelor's degree (or equivalent) in administration, management, or sports organization management.
- Significant experience (minimum 3 years) in a similar role, preferably in the sports or non-profit sector.

#### **Obligations:**

- Extract N°5 from the criminal record
- Residence in Luxembourg or the nearby countries... (Germany, Belgium, France, Netherlands)
- Request for equivalence of all his diplomas by approved Luxembourg entities

#### ***We offer***

- Half-time (900 hours/year)
- A 2-year fixed-term contract with the possibility of extension
- Good remuneration with benefits
- Pleasant working environment

#### ***Contact***

If we have aroused your interest, please apply with CV, motivation letter and diplomas to these email addresses: [secretariat@luxembourghtaekwondo.lu](mailto:secretariat@luxembourghtaekwondo.lu) until **12.04.2026** at the latest.

#### **About Luxembourg and the federation:**

- [www.visitluxembourg.com](http://www.visitluxembourg.com) or [www.justarrived.lu](http://www.justarrived.lu)
- [www.luxembourghtaekwondo.lu/](http://www.luxembourghtaekwondo.lu/)
- FB: Taekwondo National Team or FB: Luxembourg Taekwondo Federation