

JOB DESCRIPTION

Department Name	Legal and Transfer Department
Position	International Transfer & Eligibility Coordinator
Reporting To	International Transfer Legal Counsel
Engagement Date	1 March 2026
Role Purpose	The International Transfer & Eligibility Coordinator supports the effective administration of international transfer and eligibility matters within the FIVB, ensuring accurate application of the regulatory framework and timely coordination with internal and external stakeholders.
Key Responsibilities	<ul style="list-style-type: none"> - Ensure the accurate and timely administration of international transfer and eligibility procedures in accordance with FIVB regulations and manuals; - Apply and maintain a strong working knowledge of the regulatory framework governing international transfers and player eligibility.; - Act as a point of contact for internal and external stakeholders by providing clear and consistent information related to international transfers and eligibility matters; - Monitor, track, and support the redistribution of international transfer fees in compliance with the FIVB Financial Regulations; - Receive, review, and support the assessment of documentation related to player eligibility. - Assist in the processing and evaluation of requests related to changes of Federation of Origin;
Qualifications and Experience	<ul style="list-style-type: none"> - University degree or equivalent qualification; - Minimum two (2) years' experience in an administrative role; experience in sport and/or international transfer processes is an asset; - Demonstrated track record in preparing and producing high-quality legal documentation;
Skills and Competencies	<ul style="list-style-type: none"> - Strong interpersonal skills and the ability to work collaboratively in a multicultural environment; - Ability to develop, analyse, and formulate legal solutions within short timeframes; - Strong organisational skills with the ability to manage multiple priorities and deadlines. - Proactive and solution-oriented approach to problem-solving. - Fluency in English, French, and Spanish, both written and spoken; additional languages are an asset; - Excellent command of Microsoft Office tools (Word, Excel, PowerPoint) ;

Interested candidates are invited to submit their CV, application letter and diplomas or certification by email to mehdi.mhidi@fivb.com by 20 February 2026.