



Office Administration Manager

Reporting to Global Director of Sport & Budapest Headquarters

Location: Budapest, Hungary

Position Overview:

Paddle Worldwide (formerly the International Canoe Federation) is the global governing body for paddle sports. With a mission to grow the sport at every level, we operate in a dynamic, international, and increasingly decentralised structure, with offices in Budapest (HQ), Lausanne, and Hangzhou. We are scaling rapidly to support innovation, development, and global growth-and our Budapest office is the heart of our operations.

We are seeking a highly organised, proactive, and experienced Office Administration Manager to anchor our Budapest office, ensuring smooth daily operations while supporting a globally connected team.

Key Responsibilities:

- Oversee day-to-day operations of the Budapest HQ, including staff coordination, supplies, facility management, and internal communications.
- Serve as the first point of contact for office vendors, landlord relations, service providers, and local contractors.
- Organise staff travel, onboarding, and support for visiting international colleagues. Support the HR Manager with local onboarding and offboarding processes, holiday tracking, and staff records.
- Ensure compliance with Hungarian labour laws and liaise with local authorities where needed.
- Maintain confidential HR documentation with professionalism and discretion. Take ownership of Hungarian financial administration, including invoice tracking, vendor payments, petty cash, and coordination with the finance team and external accountants.
- Manage mandatory filings and communication with Hungarian authorities including NAV (Tax Authority), OEP (Health Insurance), KSH (Central Statistical Office), and other relevant bodies. Prepare supporting documents and liaise with local accountants and tax consultants.
- Ensure digital tools and platforms (e.g. Microsoft Office, Google Workspace, Slack, Asana) are well used and updated.
- Maintain digital and physical filing systems in line with organisational standards. Coordinate with colleagues in Hangzhou (China), Lausanne (Switzerland), and international staff across time zones.
- Ensure Budapest-based operations align with broader global processes and strategic plans.

Education and Skills Requirements:

- Fluent in Hungarian and English (written and spoken).
- Minimum 5 years of experience in office management or senior administrative roles.
- Extensive experience managing filings and reporting to Hungarian authorities.

Always moving forward

- Strong understanding of Hungarian financial processes, including bookkeeping, invoice reconciliation, and tax documentation (working knowledge of Hungarian accounting standards is a strong plus).
- Solid grasp of Hungarian labour law and HR processes.
- Highly organised, dependable, and capable of working independently.
- Comfortable in a digital-first, fast-paced international environment.
- Previous experience in international or non-profit organisations is desirable.
- Discretion and integrity when handling confidential information.