



Budapest Office Project Manager

Reporting to Global Director of Operations

Location: Budapest, Hungary

Position Overview:

The International Canoe Federation is seeking a highly organised and proactive Project Manager to join our Operations Team in Budapest. Reporting to the Operations Director in Lausanne, this role will be central to coordinating and supporting project delivery across four key areas: sport delivery; development activities with a focus on Africa, Europe, and the Americas; commercial sponsorship; and communications and PR.

The Budapest Office Project Manager will play a vital role in driving the effective execution of strategic initiatives—managing timelines, improving internal coordination, and ensuring strong alignment of Budapest activities with the ICF strategic goals.

Key Responsibilities:

- Coordinate and monitor the delivery of cross-departmental projects, ensuring timelines, objectives, and responsibilities are met.
- Act as the central liaison between the Budapest HQ and the offices in Hangzhou and Lausanne, ensuring smooth operational alignment across locations.
- Manage project workflows and critical timelines using Asana. Support teams in prioritising tasks, tracking progress, and maintaining accountability.
- Champion the effective use of Asana across the Budapest office. Set up and maintain project dashboards, task lists, timelines, and dependencies. Provide training and support to ensure consistent adoption.
- Provide regular progress updates to the Operations Director, Secretary General, department heads, and the Budapest management team. Highlight key milestones, risks, and actions required.
- Drive continuous improvement of project workflows, reporting mechanisms, and internal communications to boost team effectiveness and cross-office coordination.

Education and Skills Requirements:

- Demonstrated experience in project coordination or management, ideally within an international sport or non-profit environment.
- Excellent organisational, prioritisation, and time management skills.
- Proficiency in Asana or similar project management tools (essential).
- Strong written and verbal communication skills in English (additional languages a plus).
- Ability to manage multiple workstreams simultaneously and collaborate across departments and time zones.
- Understanding of or experience with sport development, commercial strategy, or communications in an international context is desirable.
- Collaborative, detail-oriented, and self-driven with a solution-focused mindset.

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