

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



The International Gymnastics Federation (FIG) is seeking a
Receptionist and Administrative Assistant
to join its Administrative Department at the earliest possible commencing date.

Position Description

1. Scope of the Position and Reporting Structure

The successful candidate will be a dynamic, pro-active task-oriented individual with strong communication skills, the ability to multi-task and to work independently as well as in a team-environment.

This is a full-time position within an international sports federation.

Title / Function:	Receptionist and Administrative Assistant
Reports to:	Head of Administration
Location:	Lausanne, Switzerland
Position:	Full-time (100%), permanent
Salary:	Competitive
Start Date:	As soon as possible

2. Key Responsibilities

Receptionist

- Manage the FIG Office Reception (phones, visitors, deliveries, mail...)
- In charge of the "FIG Office info mailbox"

Administrative Assistant

- Handle and manage the FIG Databases (contact, directory, bulletin...)
- Handle the apparatus certificates (new or renewal) process incl. billing
- Handle the competition fees billing process
- Bring support to check listing and distribution lists
- Bring support to the team and/or on specific projects
- Support on ad-hoc basis and back-up in Travel management
- Back-up in Facility management

Collaborators may be asked to execute tasks not mentioned here, or which are not listed in their job descriptions.

3. General Management and Performance Guidelines

- Ensure that deadlines for work are duly and efficiently met
- Conscientiously fulfil his/her duties and respect procedures
- Put forward appropriate measures in order to improve and simplify the work
- Submit to his/her superiors any issue beyond his/her authority

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4. Experience and Skills Required

- 3+ Experience in reception
- 3+ Experience in administrative and logistics tasks
- 3+ Experience in business travel management
- Solid knowledge in the use of MS Office

Required languages

- Working proficiency of English and French; knowledge of additional languages is an advantage

Additional requirements

- Excellent organizational and time management skills
- Flexible and proactive work approach with a strong ability to work autonomously
- A reliable team player with a can-do-attitude and determination to deliver quality work
- Computer and digital literacy
- Swiss nationality or holding a valid Swiss work permit

5. About the FIG

The International Gymnastics Federation is the governing body for Gymnastics worldwide. It is the oldest established international federation of an Olympic sport and has participated in the Olympic Games since their revival in 1896. The FIG governs eight sports: Gymnastics for All, Men's and Women's Artistic Gymnastics, Rhythmic Gymnastics, Trampoline - including Double Mini-trampoline and Tumbling -, Aerobics, Acrobatics, and Parkour. It counts more than 160 national member federations and has its headquarters in the Olympic Capital of Lausanne (SUI).

If you think you are the right person for this role, please send your application (cover letter, CV, references, certificates) in English by email to hr@fig-gymnastics.org by **June 10, 2023**.

Notes:

1. *We thank all applicants, but we will only consider and reply to the candidates who correspond to the profile.*
2. *We keep your full application with your personal information in our databases for one year. After one year, it is deleted. Should you want us to delete your application once the recruitment process is completed, please let us know.*