FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE

Reception & Administrative Coordinator

Part-time 80% | Lausanne

Your **Mission**

As Reception & Administrative Coordinator, you will be the welcoming face and reliable first point of contact of the Federation, ensuring a professional image to all visitors and stakeholders. Beyond reception duties, you will play a key role in keeping our daily operations running smoothly by supporting administrative processes, maintaining directories and databases, coordinating logistics and travel, and assisting with essential office services. This is a dynamic position at the heart of the Federation, combining front-facing professionalism with behind-the-scenes efficiency to help the organization perform at its best.

Your **Responsibilities**

Front Office & Representation

- Provide a professional and welcoming reception service as the Federation's first point of contact.
- Manage visitors, incoming calls, and the info mailbox, ensuring smooth and courteous communication.
- Support meeting room preparation and visitor logistics to guarantee a professional environment.

Administrative Coordination

- Maintain accurate records of National Federations and leadership contacts.
- Update and monitor sports-related databases (gymnasts, judges, medical staff, coaches) to ensure data accuracy and compliance.
- Manage incoming and outgoing mail, courier services, imports/exports, and returns.

Office & Travel Support

- Oversee office supplies (stationery, catering, merchandising), liaising with vendors and ensuring cost-conscious stock levels.
- Provide travel assistance upon request, including bookings, itineraries, and traveler communication in line with internal policy.

About **You**

- Commercial apprenticeship (CFC employé·e de commerce) or equivalent.
- 3–5 years of experience in reception, office coordination, or administrative support.
- Previous experience in an international environment (sports or NGO) is an advantage.
- Proficiency in MS Office Suite; familiarity with database management systems.
- Fluent in English and French, other languages are an asset.
- Professional front-of-house presence and strong organizational skills.
- Clear, empathetic, and cross-cultural communication abilities.
- Reliability, discretion, and the ability to manage multiple priorities calmly.
- Valid Swiss working permit.

We **Offer**

- The opportunity to be part of a leading international sports federation with global reach.
- A front-facing role that directly contributes to the Federation's professional image and smooth daily operations.
- A human-sized, multicultural work environment fostering collaboration, trust, and autonomy.
- A position combining visibility, variety, and responsibility, with space for initiative and development.

About the **FIG**

The International Gymnastics Federation (FIG) is the governing body for Gymnastics worldwide. Founded in 1881, it is the oldest established international federation of an Olympic sport. FIG governs eight disciplines: Gymnastics for All, Men's and Women's Artistic Gymnastics, Rhythmic Gymnastics, Trampoline (including Double Mini-trampoline and Tumbling), Aerobics, Acrobatics and Parkour. FIG has more than 160 national member federations and its headquarters are located in the Olympic Capital, Lausanne.

At FIG, we foster trust, promote equality, celebrate diversity, and ensure gymnastics thrives with integrity, innovation, and inclusivity worldwide

APPLY NOW

Please send your applications to **hr@fig-gymnastics.org**
Only direct application will be considered.

We believe that in order to recruit the best professionals all applications must be reviewed equally. For this reason, all the elements you wish to share with us in your file are not discriminating (photo, age, gender, location, for example). We are committed to offering equal opportunities. If your application is selected, we will reach out for an introductory call. As part of the interview process, we always ensure complete insight and transparency, namely, you will have the chance to meet people who will be crucial to your future success in the role.

When applying to this career opportunity, the candidate acknowledges and agrees that, in accordance with relevant legal regulations, FIG will collect and process his/her personal information for the purpose of contacting you and to analyse if your profile meet our criteria for the job. In the absence of a favourable response from us, we will keep your personal data for a limited period so that we can contact you again if we have new job offers.

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