

### *Part-time Administrative Assistant (30%)*

Formed in 1921, the Fédération Equestre Internationale (FEI) is the governing body for all international events in Jumping, Dressage and Para-Equestrian Dressage, Eventing, Driving and Para-Equestrian Driving, Endurance, Vaulting and Reining. It establishes the regulations and approves equestrian programmes for Championships, Continental and Regional Games as well as the Olympic & Paralympic Games.

FEI promotes equestrianism in all its forms and encourages the development of the FEI equestrian disciplines throughout the world, keeping the welfare of the horse at the heart of all activities.

Today, the FEI has 133 members of National Federations and there are over 4,000 international events annually, including a number of FEI Championships and global FEI series. Over 90,000 riders and horses are registered and women and men compete as equals.

Over 90 FEI staff are working in FEI's Headquarters in Lausanne, ensuring the sport continues to grow and flourish, the rules are enforced, the results are processed, the international calendar is managed, and that the very values that are at the core of equestrian sport are safeguarded and promoted.

The FEI is looking for a temporary assistant with 30% rate of activity from August 2018 to December 2019. The position is based in Lausanne, Switzerland.

#### **Purpose of the Role**

Reporting directly to the Manager President's Office & NF Liaison Officer, the candidate will provide general office support on a variety of clerical tasks.

#### **Key Responsibilities**

- Daily correspondence, mailing, scanning, faxing and copying
- Support on the logistics organization of meetings and travels such as preparing documents/files for diverse meetings and business trips
- Update and ensure the accuracy of National Federations' records
- Maintain various contact lists
- Coordinate Bureau Members attendance at championships

#### **Position Requirements**

- Proven experience as an administrative assistant with a wish to learn and a genuine desire to meet the needs of others
- Advanced knowledge of Microsoft Office (including mail merge)
- Bilingual in both English and French with excellent written skills in both languages
- Rigorous, meticulous with attention to detail and excellent time management and multi-task skills
- Discretion

***If you are looking for a part-time job within an international sports federation, please send your complete application to [recruitment@fei.org](mailto:recruitment@fei.org) by Friday 10 August 2018.***