



## **Committee, Schedules & Results Administrator, Eventing & Olympic Department**

Formed in 1921, the Fédération Equestre Internationale (FEI) is the governing body for all international events in Jumping, Dressage and Para Dressage, Eventing, Driving and Para 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 136 members of National Federations and there are over 4,500 international events annually, including a number of FEI Championships and global FEI series. Over 120,000 athletes and horses are registered and women and men compete as equals.

Over 95 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 **Committee, Schedules & Results Administrator** with 100% rate of activity for its Eventing Department. The position is based in Lausanne and is **available immediately**.

### **Purpose of the Role**

Reporting to the Director of the Department, the Administrator will provide administrative support to the Department including the data entry and the follow up of rankings and results. To coordinate all the general processes, results and reports applicable to the discipline.

### **Key Responsibilities**

#### **Processing and follow up of competition data**

- Process competition events schedules, results, reports and rankings;
- Follow-up of results and reports;
- Update discipline sport rules for publication;
- Regular update of the FEI website;
- Provide National Federations with daily support regarding the online entry system and online schedules;



- Communication with National Federations and Organizing Committees;
- Coordination with Communication Department for press releases and information, including follow-up with Legal and Commercial Departments for Series agreements preparation; and
- Preparation and website update of Series Standings.

## Committee meetings

- Preparation of Committee meetings (travel, accommodation and meeting; organisation); and
- Minutes, follow-up and report processing.

## General administrative support

- Provide daily administrative support to the Department;
- Carry out administrative tasks related to the sport discipline;
- Follow-up Athletes and Horses FEI registrations; and
- Daily communication with all the different sports stakeholders.

## Position Requirements

- International administrative experience required (3 years minimum);
- Fluent in English;
- Good knowledge/experience of equestrian sports;
- Excellent command of MS Office;
- Ability to work well under pressure, meet deadlines;
- Attention to detail;
- Strong organizational skills; and
- Good team player.

You will be working in first class facilities, downtown Lausanne, accessible from public transportation within minutes from Lac Léman. We will be happy to present you other benefits we offer.

If you meet the position requirements, **We want you!** We are a dynamic Sports Federation and we would gladly receive your application at: [recruitment@fei.org](mailto:recruitment@fei.org)  
Only applicants being Swiss, resident of Switzerland with a valid work permit or EU citizen will be taken into consideration for the recruiting process.