



Executive Assistant, President's Office

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 134 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.

Purpose of the Role

The FEI is looking for a full-time **Executive Assistant** for the President's Office. The position is based in Lausanne and is available as of **1 November 2019**.

Reporting directly to the FEI President, the ideal candidate will manage the entire President's portfolio and provide general office support on a variety of clerical tasks to the President's Office.

Key Responsibilities

President's Office

- Coordination of ongoing matters for President's Office;
- Support the President's planning cycle and facilitate the delivery of related services;
- Daily monitoring of President's agenda, email inbox, mail;
- Dealing with as well as translating daily correspondence in English and French;
- Monitoring and proofreading correspondence submitted for President's signature;
- Maintaining President's diary such as answering invitations, scheduling meetings, organizing luncheons, etc.;
- Maintaining President's files such as address catalogue, hard copy filing, etc.;
- Directing matters of importance to President's attention including telephone calls, fax messages, correspondence, reports, and monitoring these in his absence;



- Responsibility for a portfolio of services and dealings with International Olympic Committee (IOC), Association of Summer Olympic International Federations (ASOIF), Global Association of International Sports Federations (GAISF), World Anti-Doping Agency (WADA) and International Horse Sports Confederation (IHSC);
- Liaison with other FEI Departments and stakeholders;
- Coordination of President's Office attendance at FEI events;
- Organizing and coordinating meetings including taking minutes when required;
- Setting-up of arrangements for FEI visitors and welcoming;
- Booking travel and accommodation arrangements;
- Preparing and submitting expense reimbursement claims on a regular basis; and
- Performing other specific related duties as required.

Board and Committee Members

- Follow up general correspondence with Board and Committee members;
- Monitoring Board Members attendance at championships; and
- Monitoring compliance with conflict of interest policy.

Position Requirements

- Solid administrative experience as an Executive Assistant in an international environment;
- English mother tongue (or equivalent). French fluency (written and spoken), another language is a plus;
- Strong writing skills in both English and French;
- Excellent command of MS Office;
- Able to cope well under pressure and highly organized displaying the required level of confidentiality, discretion and professionalism when dealing with sensitive information;
- High diplomacy to communicate with an excellent understanding and proven experience of protocol matters and with a wide variety of cultures and nationalities endowed with good interpersonal skills;
- Flexible to travel and with extensive availability and flexible working hours;
- Detailed oriented and rigorous; and
- Excellent understanding of the sports industry.

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