



General Services Administrator

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

Reporting directly to the Facilities Maintenance Supervisor, the General Services Administrator will demonstrate a strong service mind-set and will coordinate general service matters. The candidate will demonstrate a proactive attitude to meet the various requests from internal and external stakeholders. Acting as well as the backup receptionist, the ideal candidate will also be the first point of contact of our prestigious Headquarters.

The new team member will work at a fixed activity rate of 37.5% from Monday to Friday from 2pm to 5pm for a one year contract. This percentage can increase up to 10% yearly depending on the needs. At the end of the contract, the position can become permanent. The role is based in Lausanne, Switzerland and is available immediately.

Key Responsibilities

- Liaise with our National Federations to ensure the appropriate follow-up of all passports orders;
- Responsible for coordinating the different aspects of the mailings such as dispatching, doing the appropriate follow-up of various mailings and parcels (IN / OUT), managing customs formalities, checking the invoices;
- Responsible for the regular control and supply of the various stocks;
- In collaboration with the Facilities Maintenance Supervisor, liaise with a large number of providers to ensure that all contractual services are covered;



- During the absence of the Facilities Maintenance Supervisor, ensure the level of service provided by answering to a multitude of requests; and
- Perform general reception duties such as welcoming visitors, providing general information to visitors and employees, answering all phone inquiries on a multi-line switchboard, etc.

Position Requirements

- Fluent in English and French. Additional language(s) an asset;
- At least 3 years' experience in a similar position within an international environment;
- Loyal with a good team spirit and a high service oriented mind-set;
- Professional presentation and polite manners;
- Computer literate. Excellent command of Microsoft Office; and
- Extensive flexibility.

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