Schedules & Results Administrator,
Endurance & Driving 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 137 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 **Schedule, Officials & Reports Administrator** with 100% rate of activity for its Endurance & Driving 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 coordinate the general processes for the competition schedules, the Officials appointments and Officials Reports for both disciplines Endurance & Driving.

**Key Responsibilities**

- Follow-up the entire draft schedules process for both disciplines;
- Follow-up of the results and rankings for Driving;
- Establish statistics to monitor all positive cases in Endurance;
- Assist on the preparation of the endurance forums including all its logistics aspects;
- Follow up the entire process for Officials appointments and rotation for both disciplines;
- Follow up the entire process for the Officials reports for both disciplines; and
- Provide general administrative support to the department according to the needs.
Position Requirements

- International administrative experience required (3 years minimum);
- English mother tongue (or equivalent);
- Knowledge of equestrian sports;
- Excellent command of MS Office;
- Ability to work well under pressure, meet deadlines and take responsibility;
- 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