

## ***Support – Result & Data Administrator, IT Department***

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.

The 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 member National Federations and there are over 4,500 international events annually, including a number of FEI Championships and global FEI series. Over 120,000 riders and horses are registered and women and men compete as equals.

Over 90 FEI staff are working in the 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 team member (Results & Data Administrator) with a 100% rate of activity for a duration of 6 months in its IT Department. The position is based in Lausanne and is available **as of 1 April 2019**.

### **Purpose of the Role**

The FEI IT department provides online tools for National Federations, Event Organisers and other stakeholders in regards to the management of equestrian sport at international level.

As part of the IT team you will provide general administrative support to all stakeholders in the use of different FEI online platforms and tools, including the processing of results. You will work together with other FEI departments on a regular basis as well as communicate with National Federations and Organising Committees to assist their day to day work.

The FEI IT department is vital for the daily workflow of international equestrian sport, as a team member you will be able to bring new ideas and help us to improve services provided to the equestrian community.

### **Key responsibilities:**

#### **General administrative support**

- Provide general support to different stakeholders on the use of the FEI online platforms
- Provide support in regards to Horse documentation
- Ensure data quality in the FEI Database
- Provide general administrative support to the IT Department

**Results processing**

- Process FEI competition results
- Support the sports departments in the processing of their results
- Encourage and help stakeholders to provide results to the FEI

**Position Requirements**

- Administrative experience required (2 years minimum)
- Fluent in English, spoken French is a plus
- Computer literate
- Excellent command of MS Office
- Rigorous and meticulous
- Ability to work well within a team, under pressure and meet deadlines
- Experience and knowledge of equestrian sports is a plus

*If you are interested, please send your complete application to [recruitment@fei.org](mailto:recruitment@fei.org).*