



## Join the International Hockey Federation (FIH) Team in Lausanne!

### Position: Executive Office Assistant (Full-Time)

At the FIH, we're dedicated to promoting hockey globally - enhancing participation, visibility, and financial stability. Located in Lausanne, we are looking for an experienced, proactive Executive Office Assistant to support our mission. If you have a knack for organization and a positive attitude, you might be the perfect addition to our dynamic team!

### Your role:

As a vital part of our FIH team and working directly with the Senior Operations Director, you will ensure a smooth running of the FIH office. Your tasks will range from administrative support to event coordination, making every day an opportunity to contribute to the growth of hockey worldwide.

### Key Responsibilities:

- **Administrative Support:** Manage daily operations, correspondence, contact database, and document archiving with a high level of professionalism.
- **Event Coordination:** Organize logistics for significant events like Executive Board meetings, Olympic Games, and World Cups, showcasing your ability to handle complex tasks.
- **Office Management:** Ensure our office is an example of efficiency and hospitality, from welcoming guests to managing office supplies and equipment maintenance.

### Who We're Looking For:

- Fluent in English and French.
- Proficient with computers, including Excel, Word, Teams, Outlook, and ready to learn new tools.
- A master of organization and multitasking, able to prioritize effectively.
- Team player with a positive, adaptable attitude and professional integrity.
- **Only applicants who are Swiss citizens or hold a valid Swiss work permit will be considered.**

### What's In It For You:

- An international working environment, passionate about sports.
- 6 weeks of vacation, plus additional benefits like half price fare and sport incentive.
- Be part of a team that values integrity, collaboration, and a positive outlook.

### Need-to-Know:

- **Start date:** 01.04.2024 or ASAP
- **Contract:** permanent (CDI)

Excited to contribute to the world of hockey? Apply now through [www.JobUp.ch](http://www.JobUp.ch) (direct applications only, no recruitment agencies please).