



Information System Administrative Assistant, Lausanne

The Fédération Equestre Internationale is the governing body for all international events in Dressage, Jumping, Eventing, Driving, Endurance, Vaulting, Reining and Para-Equestrian. It establishes the regulations and approves the equestrian programs at Championships, Continental and Regional Games as well as the Olympic Games.

The FEI is looking for an Administrative Assistant with 100% rate of activity for its IT department.

Purpose of the Role

To provide general administrative and organizational support within the IT department and coordinate all the administration of passports and registrations of horses and riders for the FEI

Key responsibilities:

Administration of Passports and registration of Riders & Horses

- Contact on a daily basis National Federations all over the world on passports and registrations
- Ensure that horses and riders are properly registered
- Prepare correspondence to be sent to National Federations
- Invoice National Federations monthly & quarterly
- Communicate and inform stakeholders on changes in sport rules

General Administrative support

- Update and edit all relevant information on the website as requested
- Carry out general correspondence
- File and archive documents
- Assist with data entry for sports related records

Organisation

- Organize seminars and web conferences

Other

- Participate on the implementation of the FEI IT Project

Position Requirements

- Administrative experience required
- Fluent in both French and English (writing and speaking)
- Excellent communications skills
- Good knowledge of Microsoft Office
- Knowledge of FileMaker is an asset
- Experience of equestrian sports useful

