



FÉDÉRATION INTERNATIONALE
DE MOTOCYCLISME

The FIM Executive Secretariat based in Mies, close to Geneva (Switzerland), is looking for the

ASSISTANT TO THE CHIEF EXECUTIVE OFFICER

Purpose of the role

- Providing secretarial support to the Chief Executive Officer
- Communications (annual statutory and/or specific information letters) on behalf of the Management
- Contact with internal partners (members of the Management Council, national federations, etc.) and external partners (promoters, international federations, public authorities, consultants, etc.)
- Agendas and minutes of Management Council, Secretary General, General Assembly meetings and related communications/documentation in French and English
- Coordination with different departments of the organization and preparation of various internal and external meetings scheduled by the Chief Executive Officer.

Candidate profile

- Excellent oral and written communication skills in French (mother tongue), English, Spanish and/or Italian, other languages are an asset
- Interpersonal skills / ability to integrate in a team and to work under pressure
- Diplomacy, discretion and high sense of confidentiality
- Project management, strategic planning
- High school diploma (*Maturité*) or Commercial diploma / Master or BA in Political Science, International Relations, Humanities/Arts
- Minimum 3-5 years experience in a similar position, in an international environment
- Very good IT skills (Word, Excel, PowerPoint, etc.) and advanced Internet user. Ability to learn other software programmes
- Ability to meet deadlines and prioritise, flexibility and autonomy
- Very good general knowledge and open attitude
- Ability to work with a statutory calendar
- Available to work several weekends per year.

Full time position

Business travels: 3 to 4 weekends/year

Swiss nationality or valid working permit.

Are you interested in this challenging and exciting job?

Please send your candidature file, including your CV and other documentation by email exclusively to: briqitte.zufferey@fim.ch

Human Resources Department
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