

Events Department

EVENTS ASSISTANT

Part-time position (80%)
Based in Mies (VD), Switzerland
Start date: June/July 2026

The FIM

Founded in 1904, the Fédération Internationale de Motocyclisme (FIM) is an International Federation formed by 122 National Federations throughout the world and is recognised as the sole competent body in motorcycle sport by the International Olympic Committee (IOC). The FIM is the worldwide governing body for motorcycle sport and the global advocate for motorcycling. With some 50 World Championships organised under its authority, the FIM works for the benefit of the sport and all its stakeholders.

Your mission:

Reporting to the Head of Events, you will support the planning, coordination, and execution of FIM corporate events in Switzerland and internationally, including the FIM Awards, the Commissions Conference and Board of Directors meetings.

Working closely with the Head of Events, internal departments, suppliers and various stakeholders, you will help ensure every event is organized to the highest professional standards.

We're looking for a highly organized and service-oriented Events Assistant, passionate about creating seamless and memorable event experiences.

Key responsibilities:

- ✓ Assist the FIM Head of Events in planning, coordinating and executing events in Switzerland and abroad.
- ✓ Oversee on-site coordination with venues, ensuring that all event and contractual requirements are implemented smoothly. Support the on-site management of suppliers and service providers.
- ✓ Contribute to the development of participant communications and event materials, ensuring clear and timely information is provided.
- ✓ Coordinate event invitations, liaising with all relevant departments to ensure a smooth and coordinated process.
- ✓ Coordinate food & beverage arrangements, including liaising with venues, sourcing restaurants, collecting guest menu preferences, monitoring information and preparing summary documents for on-site execution.
- ✓ Serve as the main liaison with internal departments to gather event requirements and validate them with the Head of Events and external suppliers.
- ✓ Support the creation and management of event platforms, including programme documents and participant categories, in collaboration with suppliers for the various categories.

Your profile:

- ✓ Bachelor's degree in Hospitality, Event Management, or a related field
- ✓ 2-5 years of experience in event organization (hotel, agency, or corporate environment)
- ✓ Fluent in English and French, knowledge of other languages is a plus
- ✓ Naturally service-oriented with a strong desire to support others and contribute to a high-quality experience
- ✓ Positive, proactive, reliable, with a strong sense of ownership and a collaborative mindset
- ✓ Excellent organizational skills and strong attention to detail, with the ability to manage multiple tasks and priorities effectively
- ✓ Clear and professional communication skills
- ✓ Ability to remain effective and well-organized in a fast-paced environment
- ✓ Good command of Microsoft Office; familiarity with event management tools is a plus
- ✓ Availability for international travel and irregular working hours in line with event requirements

Recruitment Process:

Interested? Please submit your complete application (cover letter, CV, copies of diplomas, and work certificates) via the JobUp platform using the following link: [JobUp link](#) .

The FIM promotes equal opportunities and diversity.

Please note that applications not meeting the above criteria will not be considered and will not receive a response.