



FÉDÉRATION INTERNATIONALE
DE MOTOCYCLISME

FIM Administrative Assistant

6-month fixed-term contact, Full-time position (100%)
Reporting to the FIM FMN/CONU Liaison Director and the FIM Operations Director
Based in Mies (VD), Switzerland
Start/end date: 1 July 2023/December 2023

THE FIM

Founded in 1904, the Fédération Internationale de Motocyclisme (FIM) is an international federation formed by 118 National Federations throughout the world and is recognised as the sole competent authority in motorcycle sports by the International Olympic Committee (IOC). The FIM is the worldwide governing body for motorcycle sports and the global advocate for motorcycling. With more than 150 (World Championships and Prizes, Touring, Training Camps) organised under its aegis, the FIM works for the benefit of the sport and all its stakeholders.

The Operations Division is looking for an Administrative Assistant for a maternity leave replacement.

You will work under the supervision of the FIM FMN/CONU (*) Liaison Director and the FIM Operations Director, to whom you will report.

(*) FMN: National Motorcycling Federation (118), CONU – Continental Union (6).

Your tasks in this position include the following:

For the FMN/CONU Liaison Department

- Everyday administrative tasks
- Updating databases
- Supporting the Liaison's Department meetings
- Follow up on FMN anniversaries and coordinate the affiliations diplomas
- Assist with the meetings such as FMNs Secretary General's meetings, Newly Affiliated FMNs meetings, etc.

For the Operations Division

- Assist the FIM Women in Motorcycling Commission meetings
- Update CMRF (Committee for the Management of FIM Reserve Funds) files/subsidies

YOU OFFER

- You are of swiss nationality or hold a valid work permit for Switzerland
- You hold a diploma in commercial and administrative studies
- Previous administrative experience or internship in an international organisation would be highly appreciated.
- Fluent in French, English. Spanish is an advantage
- Proficiency in MS Office tools
- Excellent organisational and time management skills
- Excellent written and verbal communication skills
- Willing to learn and high level of work ethics
- Knowledge and or interest in motorcycling sport

Interested? Please send us your complete job application (including cover letter, CV and copies of your work references and diplomas) to [Jopbup](#) only.

The FIM is an equal opportunity employer.

We would be delighted to receive your full application.

Please note that CVs not corresponding to the above requirements will not be considered or receive a reply.