



FIM Liaison Department – Trainee - Job description

Full-time position (100%)

Reporting to the FIM FMN/CONU Liaison Director

Based in Mies (VD), Switzerland

Start/end date: asap/tbd

THE FIM

Founded in 1904, the Fédération Internationale de Motocyclisme (FIM) is an international federation formed by 116 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 50 World Championships organised under its aegis, the FIM works for the benefit of the sport and all its stakeholders.

The FIM Liaison Department is providing a traineeship to a dedicated and team-oriented Trainee. You will work under the supervision of the FIM FMN/CONU (*) Liaison Director, to whom you will report.

(*) FMN: National Motorcycling Federation (116), CONU – Continental Union (6).

Your tasks in this position include the following:

For the FMN/CONU Liaison Department

- Everyday assistant's tasks
- Updating databases
- Creating survey
- Supporting the Liaison's Department meetings and its various projects
 - Follow up on FMN anniversaries and coordinate the affiliations diplomas
 - Assist with the Athlete's Safeguarding Workgroup
 - Assist with the meetings such as FMNs Secretary General's mtg, Newly Affiliated FMNs mtgs, etc.
- Writing internal news articles
- Wherever possible, assisting the FIM Women in Motorcycling Commission meetings and projects

YOU OFFER

- You are of swiss nationality or hold a valid work permit for Switzerland
- You hold a BA in Sports or International Relations or are in the process of graduating in the near future.
- Previous administrative experience or internship in an international organisation would be highly appreciated.
- Fluent in French, English and Spanish
- 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) exclusively through the [Jobup platform](#).

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.

HR/February 2022