



**FIM General Services Department,
General Services Manager - Full-time position (100%)
Based in Mies (VD), Switzerland – Start date: May**

THE FIM

Founded in 1904, the Fédération Internationale de Motocyclisme (FIM) is an international federation formed by 118 National Federations throughout the world, recognised by the International Olympic Committee (IOC). The FIM is the world 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 Administration is looking for a General Services Manager in charge of a small team of three persons. You will work under the supervision of the FIM Operations Director, to whom you will report.

The main objectives of the post are:

- Ensure that all facility management aspects support the core business of the FIM Administration, its employees and their activities
- Coordination of the new FIM headquarters building project
- Coordination of the new FIM museum project

Your duties in this position include mainly the following:

- **Building systems, grounds and services**
 - ensuring that facilities meet environmental, health and security (EHS) regulations and legislation
 - ensuring the premises are kept clean and secure
 - scheduling and overseeing maintenance and repairs
 - determining building and grounds improvement and renovation projects
 - overseeing the upkeep of equipment and supplies
 - providing equipment and amenities
 - identify needs and set priorities
 - optimizing space management
 - manage and review service contracts and billing
 - when required drafting reports and making written recommendations
 - manage and/or supervise various projects entrusted to the department
- **Budget**
 - taking into account the indications from the Operations and Financial Directors, propose the annual budget of the department
 - supervise the general services' budget and ensure cost effectiveness
 - control and validation of all invoices related to the activities of the General Services department for budget belonging to the Operations department
- **Management of all meetings and events held at the FIM headquarters**
 - management and outsourcing of technical meeting room aspects to external service providers
 - provide involved colleague(s) with relevant information
- **F&B management of all meetings and events held at the FIM headquarters**
 - management of all Food & Beverage requests and services (e.g. management board meetings and other events, management meals, staff meals, coffee breaks, catering and booking of restaurants)
 - provide involved colleague(s) with relevant information
- **Transport management for all meetings and events held at the FIM headquarters**
 - organisation of transport for meeting participants



- provide involved colleague(s) with relevant information
- **Hotel room management for participants in all meetings and events held at the FIM headquarters**
 - relations with hotels and management of hotel rooms
 - provide involved colleague(s) with relevant information
- **Coordination of the new FIM headquarters building project:**
 - Project coordination, point of contact between the FIM, project owner's representative architects and construction management
 - Follow-up of the project
- **Coordination of the new FIM museum project:**
 - Project coordination, point of contact between the FIM, project owner's representative, architects and construction management
 - Follow-up of the project

Your profile:

- You are a Swiss citizen or hold a valid work permit for Switzerland
- At least 8 years in related position
- University degree or equivalent
- Excellent spoken and written French and English; additional languages an asset
- Good listening and communication skills, team spirit
- Customer service orientation
- Problem-solving and decision-making skills
- Project management skills
- Attention to detail but also the ability to see the implications for the bigger picture
- Capable of working independently and taking initiatives; able to prioritize, respect deadlines, demonstrate flexibility and responsibility
- Appropriate and up to date computer skills (Word, Excel, PowerPoint, etc)

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

The FIM is an equal opportunity employer.

We look forward to receiving your full application. Please note that CVs not corresponding to the above requirements will not be considered or receive a reply.