



**FIM Human Resources & Insurance Assistant - Part-time position (60%-80%)
Based in Mies (VD), Switzerland – Start date: 01.01.2023**

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 Administration is looking for a Human Resources & Insurance Assistant to join a small and motivated team. You will work under the supervision of the FIM Human Resources Manager, to whom you will report.

Your duties in this position include mainly the following:

- Arrange, monitor and maintain the current multibranch insurance portfolio for the FIM and the International Foundation for Motorcycling (IFM) and develop any other potential programmes for the CONUs and FMNs
- Ensure the claims management
- Review, cooperate and negotiate with various internal specialist units as well as external brokers and insurance companies
- Identify insurance-related risks and implementation of risk-mitigating measures
- Be the focal point for policyholders to train, guide and direct them in case of need
- Assist the Human Resources Manager in administrative and day-to-day tasks: time management, holidays and absence management, recruitment processes and coordination of interviews, payroll, compensation, benefits, update employee files and maintain an up to date HR database
- Take part in the administrative tasks related to the employee lifecycle: on boarding of new employees, announcements to authorities and insurances, work permit requests, work certificates, employee seniority and birthdays
- Participate in transversal HR projects such as the implementation of the Human Resource Information System and Volunteer's recognition tool and processes as well as the digitalisation of the archives
- Ensuring the back-up for the Human Resources Manager

Your profile:

- You are a Swiss citizen or hold a valid work permit for Switzerland
- University degree or equivalent
- At least 4-5 years of experience in the field of Insurance in Switzerland and/or a minimum of 2 years of similar experience in HR in Switzerland is required
- Excellent spoken and written French and English; additional languages an asset
- Strong communication skills and understanding of multicultural sensitivities, political sense, emotional and social intelligence
- Solution-oriented, synthetic thinking and ability to adapt easily to various situations
- Interest in motorcycling-related activities and geopolitical awareness would be extra assets
- Previous successful work experience in an international environment
- Capable of working autonomously and taking initiatives; able to prioritize, comply with deadlines, demonstrate responsibility and flexibility
- Good organisational skills and capacity to deal with an important workload
- 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.