

ABOUT FINA

The Fédération Internationale de Natation, founded in 1908, is the governing body for aquatics worldwide. FINA's six discipline Swimming, Open Water Swimming, Diving, Water Polo and Artistic Swimming and High Diving. FINA counts 209 affiliated National Federations on the five continents and has its headquarters in Lausanne (SUI).

JOB OFFER

Transportation Coordinator – 6 months fixed term contract– 100%

To complete our Logistic and Transportation department, FINA is seeking experienced Transportation Coordinator to join our Team in Lausanne (SUI) for fixed-term period to meet a high workload period.

The Mission – What you will do

You will be an integral member of FINA's Logistic and Transportation operations team.

Your missions will be:

- Arrange transportation to and from the official hotels to the venue, airport, official social functions and any other event locations.
- Coordinate with different Local Organizing Committees to develop a transportation plan for the event, including FINA Family and Teams as well as for Media and Commercial Affiliates/Partners attending the specific event.
- Keep up to date various databases and coordinate with General Management System team regarding Transportation Matrix and Flights coordination.
- Organize by request shipments of materials to various locations around the world in connection to FINA calendar of events.

Your main responsibilities will be:

- Responsible for various logistics arrangements: establishing a recommended Transportation Plan for FINA Family during FINA major events (i.e. World Championships, Conventions, Congresses, etc.).
- Assessing and auditing all transportation requirements with the relevant target groups.
- Coordinates, organises and supervises the logistics of material in relation to the FINA major events (permanent export/import, storage, etc.).
- Manages and supports the accommodation of different FINA stake holders along side Head of Department.
- Provide support and work closely with FINA's Travel Manager
- Follow up on VISA requirements for travel purposes.

The person - Who we are looking for

You have:

- 3-5 years transport work experience, ideally within the sport, event or a fast moving and complex operational environment.
- Excellent understanding of Team Transportation Management.
- English professional efficiency: any other language is an advantage.
- Exceptional planning, organizational and administrative skills
- Inter-cultural competence and sensitivity
- High level negotiating skills
- Strong IT skills, mainly use of Microsoft 365, Teams and any General Management Systems.

Also:

- Ability to achieve individual or common objectives within the organization.
- High level of adaptability and flexibility to an above the average changing environment.
- Strong communication and organization skills.
- Organize the work as efficiently as possible.
- Willingness and adaptability to travel.

What we offer

A challenging position withing a growing environment and organisation.

An opportunity to work in the heart of the organisation of our competitions and events organisation.

Start date: Immediately or to be agreed

Location: Lausanne, Switzerland

If you are interested in this position and you meet the requirements in the profile, don't miss to submit your application.

We look forward to hearing from you

Please send your application to hr@fina.org