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

Office Administration Assistant – Permanent contract- Full-time 100%

To complete our Office Administration team, FINA is seeking experienced Office Administration Assistant to join our Team in Lausanne (SUI).

The Mission – What you will do

Your missions will be:

• Ensure the general maintenance of the building
• Ensure well covering of the reception and front desk when needed
• Carries out work on archiving for the different departments in the FINA office
• Organises the FINA office supplies and gifts inventory
• Provision of support for shipments
• Ensure the order of the premises and territories of the FINA Headquarters.

Your main responsibilities will be:

Office Administration and conciergerie (30%)

• Receives and stores various parcels and goods for the FINA office.
• Packs packages for shipping.
• Maintains and organizes office equipment.
• Stores and distributes various corporate gifts of the FINA.
• Ensures compliance with cleanliness, order and stationery distribution in working room.
• Do general control over the state of the office, other premises and territories of the FINA office.
• Ensures general security within the office (alarm, doors closing …)
• Stand in at Reception when required, to receive and send post and deliveries.
• Ensure general cleanliness through the office in collaboration with our cleaning company
Reception (20%)

Main reception desk 1 day a week and during all absences (holiday / sickness) of main receptionist

Ensure co-ordination with main receptionist to ensure no concurrent absences
- Reception desk tasks include: managing the switchboard: answer, forward incoming phone calls, as well as external
- Welcome, announce and guide visitors
- Receive, sort, distribute, prepare and send daily mail and packages, along with customs paper work
- Mailing in big quantities: from packing to shipment
- Request quotes, follow up on orders and shipments
- Update databases of Federations, Committees, Commissions
- Handle & distribute generic FINA email inbox
- Handle and pick up VISA requests in Bern and Geneva
- Administrative and secretarial tasks, specific projects
- Preparing conference rooms for conferences and meetings, stay at reception if meetings occur during closure times
- Other office duties as scanning, photocopying, filing, etc.
- Ensure all supplies for the good functioning of the 2 buildings along with the receptionist

Building maintenance (30%)

- Ensure the smooth operating and general maintenance of the office
- Responsible for any office moves, furniture moves etc.
- Primary contact with key contractors (cleaning, heating, gardeners, general maintenance)
- Obtaining quotes for any work required outside of regular contracts
- Managing and overseeing building maintenance budget – in accordance with HR
- Overseeing other office purchases in line with FINA procurement guidelines
- Assisting HR to ensure optimal working environment for FINA staff

FINA Archives (20%)

- Organizes storage and ensures the safety of documents received in the FINA archive.
- Accepts and registers FINA documents and video footage received for storage.
- Digitizes FINA documents in paper archives using scanners that will provide quick search, as well as access to electronic copies of documents for FINA departments.
- Performs the cancellation and destruction of documents with the FINA management, whose storage expired.
- Monitors compliance with fire protection rules, safety measures in the archive room.
- Ensures compliance with cleanliness and order in their workplace.
The person - Who we are looking for

You have:

- At least 2 years of experience as a receptionist and/or office management officer in an international environment
- Handyman experience or knowledge
- Excellent organizational and coordination skills
- Excellent verbal and written communication skills in English and French
- Additional languages a plus: Spanish, basic German
- Good command of MS office tools
- Budget management skills

Also:

- Ready to provide a quick solution to any situations.
- Ability to perform the assigned work competently, efficiently, on time.
- Ability to organize his work efficiently, prioritize and multi-tasking.
- Positive attitude, flexible and reliable worker.

What we offer

A challenging and multi-tasks position within a growing environment and 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 full application with:

- CV
- Cover letter
- Work certificates

We look forward to hearing from you

Please send your application to hr@fina.org