

Administrative Assistant in the Communications Department

1006 Lausanne



The International Volleyball Federation (FIVB) is one of the largest sports federations in the world. We are responsible to govern and administer the game of Volleyball. Our head office is based in Lausanne and we are presently looking for a

Administrative Assistant in the Communications Department

In this capacity, the administrative assistant will fulfill the following tasks:

- Assistance with daily communication with national federations and media.
- Daily administrative tasks including letter writing and filing.
- Assist in the preparation of annual meetings and minute taking.
- Maintenance of an efficient filing system for documents, books and photos.
- Overseeing the payment process for external collaborators

Required profile:

- At least 5 years of experience in an administrative position.
- Ability to multitask and work in a high pressure environment
- Ability to problem solve and maintain communication across the different FIVB departments
- Excellent level of spoken and written English plus one other language.
- Good attention to detail
- Good team player but also able to work independently
- Knowledge of website and office applications such as Word, Excel and PowerPoint. Knowledge of InDesign, Photoshop and other online publication tools would be an asset.
- Excellent communication abilities.

- Swiss, holder of a valid permit or EU national only.

 Postulez maintenant !

FIVB (Fédération Internationale de Volleyball)

Madame Daniela PIRRI JOLY, Directrice

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Lieu: 1006 Lausanne

Type de contrat : Permanent100%

Autres offres de la société

Catégories d'emploi

Administration / Secrétariat / Accueil Assistant(e) / Assistant(e) de direction

Employé(e) de commerce / Gestion administrative **Marketing / Médias / RP**

Communication / RP / Evènementiel Marketing

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