



## Coordinator Marketing Department

1005 Lausanne



The Fédération Internationale de Natation, the world governing body for the sports of Aquatics, is currently in search of a

## Coordinator for the Marketing Department (100%)

to commence with immediate effect, 25-35 y.

As a member of the Marketing Department, you will support the team in:

### Mission:

#### **Broadcast related operations:**

- Coordination and administration of clip usage request and licensing agreements;
- Coordination with other Departments on broadcast related administration tasks;
- Coordination of streaming on FINA platforms;
- Coordination and managing of FINA broadcast archives;
- Logistics coordination for FINA TV staff and commentators;

**Event bidding related activities:**

- Development of bidding opportunities for prospective Host Cities;
- Maintaining candidates contact database;
- Coordination and administrative support in relation to Event bidding procedures and follow-up;

**Event preparation and Event on-site operations:**

- Coordination with other FINA Departments on Event on-site activities;
- Assist the Marketing team in the on-site handling of marketing / commercial and broadcasting matters;
- Coordinate logistics amongst FINA Partners, Suppliers, Rights Holders;

**Other:**

- General logistic, administrative and coordination support to the Marketing Department.

**Profile:**

- Superior communication and writing skills in English (written and spoken); any other language (French, Spanish) would be a plus;
- Ability to work independently in preparing presentations, reports, business correspondence;
- Dynamic person with positive attitude, prior administrative marketing orientated experience;
- Available to travel;
- Ability to work under pressure in an international environment;
- Sport background or interest in the sport field.

If your file corresponds to the above requirements and if you are highly motivated for this role within an international and challenging environment, please send your complete application in **English** (Motivation letter, curriculum vitae with picture and certificates) to FINA, RH-Marketing, Avenue de l'Avant-Poste 4, 1005 Lausanne.

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**Profil minimum requis :**

- Education level: high School or equivalent; SAWI diploma would be an asset
  - Swiss or C/B Permit
  - Work experience
  - English, Cambridge Certificate of Proficiency or equivalent (working language), fluent in French
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Agences de placement s'abstenir s.v.p.

**Pour postuler à cette offre, veuillez envoyer votre candidature à l'adresse mentionnée.**

## Fédération Internationale de Natation

### Madame Marcela Saxlund

Av. de l'Avant-Poste 4

1005 Lausanne

<http://www.fina.org>

Lieu: 1005 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    Direction / Direction de projet    Marketing

★ Favoris     Imprimer

 Transmettre