



JOB DESCRIPTION

Office of the Director General

Function : HR Assistant

Status : Staff

Activity level : 50%

Mission

- ▶ **Plays an active role in the administrative tasks of the HR team.**

Each employee is responsible for the smooth running of his or her section and for keeping his or her competences up to date in line with the IOC's training policy.

In addition, each employee may be asked to take on responsibilities other than those required by the job if particular circumstances so require.

Main responsibilities

- Plays an active role in the administrative HR activities linked to the employee life cycle, the recruitment process and the leaving process.
- Assists the head and/or managers of the unity with all administrative tasks and with the management, implementation and follow-up of HR projects.
- Takes part in internal communication activities.
- Makes suggestions, devises and helps to improve administrative procedures, follow-up reports and the management of the unit.
- Ensures that the HR procedures are respected.
- Makes available the departmental management tools and keeps these up to date.

Training and language and IT skills

- HR assistant certificate or equivalent experience (2-3 years in a similar post).
- English or French mother tongue, with an excellent knowledge of the other language.
- Excellent knowledge of MS Office suite (Word, Excel, Outlook and PowerPoint).
- Familiarity with team work, both in terms of managing the flow of files, processes and procedures, and in communicating with colleagues.

Technical, organisational and personal competences

- Ability to think autonomously and act on his or her own initiative.
- Quick to learn and proven service orientation; ability to deal with complex issues in an organised way and quickly learn concepts.
- Attention to detail.
- Excellent sense of planning and organisation.
- Ability to remain efficient in a changing environment, and to adapt positively to new tasks, responsibilities or people.
- Ability to formulate in writing ideas or facts concisely and precisely with the aim of making them clearly understood by all types of interlocutors.
- Ability to interact with care, efficiency and professionalism with all types of people; to create a climate of trust; and to perceive the needs and expectations of interlocutors.
- Ability to comply with the organisation's principles of ethics and conduct, to apply them and to act accordingly.
- Excellent command of the institutional tools and respect for internal usage rules (Livelink, Outlook, etc.).



Behaviour and attitude

- Respect of the Olympic values and internal rules of conduct and all instructions and procedures in place (Information Security, Code of Ethics, etc.).
- Full collaboration and knowledge transfer.
- Positive attitude, open-mindedness.
- Keen sense of confidentiality and service orientation.
- Diplomacy and flexibility.
- Ability to maintain a high level of professional performance in very tense situations.
- Attention to detail and discretion combined with strong professional ethics.
- Enthusiasm, great adaptability, responsiveness and efficiency.