

Job Posting: Sport & Admin Coordinator (Phase 1)

Location: Lausanne, Switzerland

Reports to: Senior Sports Manager (Events)

Direct Reports: None

Contract: Full-time (event-period overtime required)

About the Role

We are seeking a highly organised **Sport & Admin Coordinator** to provide essential operational support across event preparation, team services, and administrative workflows. This role is the backbone of our entries, accreditation, logistics, and athlete-facing processes, ensuring that teams and delegations receive timely, accurate, and high-quality service.

You will work closely with sports, events, and administrative departments, supporting smooth event delivery and ensuring all documentation and communications meet internal and external standards.

Key Responsibilities

Event Operations & Athlete Services

- Manage **entries, eligibility documentation, and accreditation processes**, ensuring accurate data and strict adherence to timelines.
- Coordinate **travel, accommodation, and freight logistics** in line with organisational policies and approved budgets.
- Draft, format, and publish **invitation packages, bulletins, schedules, and communications** to teams and stakeholders.
- Support event logistics including **equipment lists, uniforms, shipments**, and post-event reporting.
- Administer **OS Programs** for athletes and assist with general operational processes.

Administrative Support

- Provide day-to-day administrative support to the office as needed, including documentation management, scheduling, and communication tasks.
- Maintain organised, accurate records and assist in harmonising processes across the sports and events teams.

Key Performance Indicators (KPIs)

- **100% on-time** completion of entries and accreditation tasks, with a **<1% data error rate**.
- **≥95% compliance** with travel and logistics service levels.
- All information bulletins and schedules published **according to timeline**.
- **Stakeholder satisfaction ≥85%** (teams, delegations, organisers).

Success Profile (Skills & Experience)**Essential Competencies**

- Exceptional **organisation and attention to detail**.
- Strong **systems proficiency**, including data entry, spreadsheets, and database tools.
- Clear and professional **communication skills** (written and verbal).
- Proven **time-management** and ability to prioritise in fast-moving environments.

Additional Assets

- Experience in **sports administration**, event coordination, or team services.
- Comfort working under pressure during peak event periods.

Key Interfaces

- **Teams & Delegations**
- **Organising Committees**
- **Suppliers & Service Providers**
- **Internal Functional Areas** (sports, events, logistics, administration)

Contract / Travel / Other Notes

- Full-time position based in Lausanne.
- Overtime required during event periods.
- Some travel may be required to support events and operational meetings.
- Fluency in English and French required; Other languages a plus.
- Swiss national or C permit preferred
- Can start as soon as possible

What We Offer

- A meaningful role driving organisational impact.
- A collaborative international environment.
- Competitive compensation aligned with Swiss market standards.

Applications

By e-mail only to tdielen@worldboxing.org

Expected: Motivational letter in French or English and CV

Deadline 12 March