

## 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.

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### 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.

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### 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).

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## 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.

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### Key Interfaces

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

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### 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

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### What We Offer

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

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### Applications

By e-mail only to [tdielen@worldboxing.org](mailto:tdielen@worldboxing.org)

Expected: Motivational letter in French or English and CV including any specific HR or accounting certificates

Deadline 12 March