



ROLE	Events coordinator
DEPARTMENT	Events and marketing
REPORTS TO	Head of events and marketing
EMPLOYMENT RATE, PLACE	Full time in Lausanne, with low travel rate (maximum 10%)
SALARY	To be defined
STARTING DATE	September 2019

OBJECTIVE

To support the event and marketing department in daily administrative work, planning and logistics to ensure the successful delivery and growth of World Archery's calendar of international archery tournaments.

REQUIREMENTS

- Languages: English and French working fluency required and additional languages a benefit
- Tools: Proficiency in Microsoft Office suite, particularly Word, Outlook and Excel
- Qualifications: CFC in commerce or equivalent
- Experience as executive assistant, planning coordinator or equivalent

MAIN AREAS OF RESPONSIBILITY

- Assist events and marketing department with planning and logistics of World Archery and multisport events as required
- Update event organiser's manual
- Process data for invoicing to organising committees
- Coordinate and maintain event documentation, including plans, bidding documents, organiser contracts, and technical and branding documents
- Support organisation of joint committee meeting
- Manage and file expenses and financial claims for department
- Follow-up with stakeholders on Olympic Games ticketing
- Order, stock and distribute medals for events and gala awards
- Other areas as required

DEADLINE FOR APPLICATIONS 30 June 2019

INTERVIEWS July 2019

APPLICATION CONTENT

- Curriculum Vitae
- Motivation Letter

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