



Administration Supporter (PART-TIME ROLE, 50%)

IMMEDIATE OR UPON AGREEMENT
IN ITTIGEN NEAR BERNE, SWITZERLAND

ABOUT WFSGI

The World Federation of the Sporting Goods Industry (WFSGI) is an independent non-profit and non-governmental association formed by sports brands, manufacturers, suppliers, retailers, national federations and other sporting goods industry related businesses.

WFSGI has over 300 direct members (including leading sport brands such as Nike, adidas, Asics, puma, NB and Under Armour as well as global retailers such as Intersport, Sport 2000 and Decathlon) and represents approximately 70% of the global industry by turnover. As the sole global industry representative, WFSGI plays an important strategic role in the support and promotion of the sporting goods industry worldwide and is officially recognized by the International Olympic Committee as the industry representative within the Olympic family. On behalf of the industry, WFSGI's daily work involves everything from global trade wars and labelling requirements to the development of sport regulations and the promotion of physical activity.

We believe in global solutions through international teamwork.

More about us: www.wfsgi.org

WHO WE ARE LOOKING FOR

Are you a person with significant administrative experience who is proactive and looking for a new challenge?

Are you a self-starter who is ready to take up an administration role in an international working environment supporting a close-knit team? Are you fluent in English (written and spoken)? Are you also organised, pragmatic, full of initiative and excellent in communication?

Then you are the person we are looking for.

YOUR TASKS

Your tasks will be to support the WFSGI administration and finance department in all areas of need. This includes answering phones, writing letters, drafting and replying to emails, managing our postal service, buying office materials, sending invoices to the maintenance of our contact data base.

The role will also give you the opportunity to gain valuable communications experience relating to WFSGI's Events that includes supporting the Events team on the promotion,

and preparations of events using all available communications tools (social media, website, direct mailing, press information, event tools, etc.).

With the wide variety of work carried out by the WFSGI, you will from time to time be asked (or have the opportunity) to involve yourself in other areas of our business. This will allow you to develop a broader understanding of the WFSGI and a wider range of skills. The nature of our role means that all WFSGI team members share a common attribute which is the willingness to collaborate, 'get stuck in' and help one another to ensure we deliver the best service possible for our members. We expect all our employees to do the same.

Your working place will be in the Haus des Sport in Ittigen near Berne.

JOB DESCRIPTION

- Support office administration in all aspects
- Prepare meetings, events or trade shows and in certain cases participate at meetings to ensure the organizational part is running well
- Create press releases
- Manage the postal services
- Buying office materials

REQUIREMENTS

Required

- Minimum KV Administration (Swiss) or a business management training or commercial qualification in administration
- 5+ years' experience working in an administrative role (or similar)
- Excellent English skills both written and spoken (German/French an advantage)
- Reliable, fast thinker, responsible, initiative, flexible, creative and independent personality with good team spirit
- Good and analytical organizational skills
- Excellent computer skills (Excel, Word, PowerPoint, Outlook, InDesign, Photoshop, Social Media and CMS)
- Professional attitude with strong sense of duty
- A team player

Desirable

- Basic knowledge of social media (Twitter, LinkedIn, Facebook, YouTube, etc.), to support maintaining our website and other communication tools

- An interest or previous experience in physical activity, sport or the sporting goods industry

WE OFFER

- Working experience in the global federation of the sporting goods industry
- Unique insight into various different fields of activity in the sporting goods sector
- Work in environment with rapidly evolving focal points and varying fields of attention
- Contact to wide range of international sporting goods companies
- Personal development opportunities through independent and innovative work in a small, supportive team
- Opportunity to help shape the operating environment of the WFSGI by means of creativity and personal commitment to the field of work
- A fair remuneration and advanced working conditions

If you are looking to start a challenge in a sportive environment then we are looking forward to receiving your written application and a detailed CV electronically until March 15, 2019:

WFSGI - World Federation of Sporting Goods Industry

Robbert de Kock, President and CEO

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