



International Testing Agency

The ITA is an international organisation constituted as an independent not-for-profit foundation based in Lausanne, Switzerland. It manages anti-doping programs for International sports Federations (IFs), Major Event Organizers (MEOs) and Anti-Doping Organizations (ADOs) that wish to delegate their programs to a body that implements high quality programs with increased transparency and independence. The ITA operates in full compliance with the World Anti-Doping Code.

The ITA Legal Department is now looking for one full-time (40 hours per week)

Legal Assistant

Job description

Reporting to the ITA Head of Legal, he or she will be responsible for providing support to five lawyers. This includes drafting letters, filing documents, keeping team diaries and other administrative work. This position would be particularly suitable for a legal secretary or a commercial employee with 2-5 years of working experience in a legal environment.

Key responsibilities

- Drafting correspondence and managing email communication
- Filing of correspondence and documents
- Proofreading correspondence and briefs
- Preparing exhibits and case files
- Maintaining a case management software and contractual database
- Administrative support of the Legal Affairs Department (managing agendas and other related tasks)
- Follow-up on invoices

Skills and experience required

- Federal certificate as a commercial employee (*CFC d'employé de commerce*) or equivalent
- Training as legal secretary (*Diplôme SEC Suisse de secrétaire juridique*) is an asset
- 2-5 years of working experience in law firm or company
- Perfect command of English and French and perfect spelling in both languages
- Excellent computer skills (Word, Excel, Outlook)
- Good management of stress and great sense of priorities
- Strong sense of service and confidentiality, Team spirit
- Good knowledge and experience with the Olympic movement, the institutions and overall anti-doping policy is a definite asset.

Start date: immediate or to be defined

Application deadline: 12 October 2021

Please e-mail your motivation letter and CV to recruitment@ita.sport and indicate in the email subject title "**Name First name / Legal Assistant**".

This job description highlights the areas of activity of the employee, it does not intend to be exclusive or exhaustive and may be amended over time depending on the changing needs of the organisation.