



## **International Testing Agency**

The ITA is an international organisation constituted as an independent not-for-profit foundation based in Lausanne, Switzerland. Its mission is to protect the integrity of sport and the health of athletes by delivering high-quality anti-doping programs to International sports Federations (IFs), Major Event Organizers (MEOs) and Anti-Doping Organizations (ADOs) that seek increased transparency and independence. The ITA operates in full compliance with the World Anti-Doping Code.

The ITA is looking for a full-time (40 hours per week):

### **Executive Office Coordinator**

#### **Job description**

Reporting to the ITA Director General, the Executive Office Coordinator will be overseeing the ITA's Office and Executive Office activities. He/She will support the Director General and assist as need be the Chair of the ITA Foundation Board as well as the running of the Foundation Board and Management meetings. In addition, he/she will manage the office administration and ITA's events with the assistance of the ITA Receptionist & Office Assistant.

#### **Key responsibilities**

- Day-to-day support to the Director General and the Chair of the Foundation Board
- Manage office administration to ensure all departments can work effectively and efficiently, oversee and organise office operations and procedures, assign and monitor administrative responsibilities/tasks among office staff, project management
- Draft and format correspondence for internal and external communication, take minutes during Management and Board meetings
- Participate in the planning and execution of meetings and events
- Act as a key point of contact for the Management, employees, and external visitors
- Promote and maintain a pleasant office environment

#### **Skills and experience required**

- Academic degree or equivalent
- 3-5 years' experience in a similar role
- Excellent English and French written and oral communication skills, other languages are a strong asset
- Strong organizational and administrative skills with attention to detail, ability to set and manage priorities, ability to multitask
- Ability to communicate effectively at all levels, combined with a strong sense of service
- Multifaceted person who works well in a team and independently, friendly, positive and 'can do' attitude
- Flexibility in terms of hours is required and willingness to travel occasionally
- Good knowledge of the international and Olympic sport environment is a plus

Start date: as soon as possible

Application deadline: 1 December 2022

Please e-mail your CV and covering letter to [recruitment@ita.sport](mailto:recruitment@ita.sport) and indicate in the email subject title "**Name First name** / Executive Office Coordinator".

***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 organization.***