

International Testing Agency

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

The ITA is now looking for a committed and passionate full-time (40 hours per week)

HR & Office Coordinator

Preference will be given to a candidate whose development potential will enable him/her to take over management responsibilities in the medium term.

Job description

Under the supervision of the HR manager, support with all HR operations:

- Recruitment operations (including the processing of work permit applications)
- Onboarding, training, employee relations and benefits
- Processing of salaries and communication with external third parties
- Ensure personal database management
- Replace the HR manager in case of absence.

Under the supervision of the Senior Office Coordinator, participate in Office management operations:

- Facilities management
- Office tasks such as mailing/shipping, visitor reception, supplier & inventory management
- Schedule & organize meetings, appointments, events
- Replace the Senior Office Coordinator in case of absence.

Key responsibilities

- Contact person for staff requests such as welcome and integration, relocation, insurances
- Support in day-to-day office operations
- Develop & implement HR and Office handbooks (operations manual or guidelines)
- Take part to other projects as required by the ITA.

Skills and experience required

- Academic degree or equivalent, preferably with HR management specialisation
- Experience in a similar administrative role with knowledge in HR management (3 - 6 years)
- Excellent French and English written and oral communication skills, other language is an asset
- Strong organisational and administrative skills with attention to detail, ability to set and manage priorities; customer service and quality oriented
- Ability to communicate effectively at all levels, combined with a strong sense of discretion and confidentiality and handling of sensitive and confidential data
- IT literate (MS Office, HR management software is an asset)
- Knowledge of Swiss employment law would be desirable.

Application deadline: 21st of August 2020.

Please e-mail your CV and cover letter to recruitment@ita.sport and indicate in the email subject title "**HR & 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.