



The International Hockey Federation's (FIH) priority is to govern the sport of hockey worldwide. In so doing it must increase the participation, the profile and the financial viability of the sport.

For our headquarters in Lausanne, we are looking for a

Finance & HR Assistant (100%)

Mission:

As part of an experienced team and reporting to the Finance Director, the Finance & HR Assistant will be required to aid in the smooth running of the department and to provide high level administrative support in various areas.

The position is opened to both, experienced or inexperienced people. A positive "can-do" attitude to work is necessary, as well as a willingness for stability for the next few years.

Responsibilities:

- General assistance to the Finance Director and Finance Manager
- HR administration and paperwork
- Preparing and sending out receivable invoices, follow up on outstanding balances
- Managing the credit card reports for our employees
- Other financial, HR or administrative tasks upon request

Skills:

- CFC or equivalent, good knowledge of the Swiss system
- Fluent in English and French
- Excellent computer skills (MS Office and accounting software)
- Good organizational and analytical skills, detail-oriented
- Team player, positive attitude and flexible to learn new tasks

If you are interested in this position and wish to integrate our small international team, we look forward to receiving your dossier. Please apply via JobUp or send your complete application to jobs@fih.ch

No applications through recruitment agencies.