

EXECUTIVE ASSISTANT

Job Title: Executive Assistant to the Director General

Location: Lausanne, Switzerland

Reports to: Director General

Type: Full-time

Job Overview:

The International Skating Union (ISU) is looking for a highly organized and proactive Executive Assistant to provide essential administrative and operational support to the Director General. The ideal candidate will be solution-oriented, with the ability to make decisions independently. By anticipating the Director General's needs and taking initiative, the Assistant will play a key role in streamlining processes, removing obstacles, and ultimately easing the Director General's workload. This will enable more focused decision-making and efficient execution of strategic priorities. Given the ISU's global presence and work across multiple time zones, a certain degree of flexibility in working hours is required. The ability to stay calm under pressure, prioritize effectively, and take full ownership of tasks will be crucial in supporting the Director General to focus on higher-level organizational goals.

Key Responsibilities:

Executive Support:

- Provide comprehensive administrative support to the Director General, including managing calendars, scheduling meetings, and coordinating travel arrangements.
- Act as the primary point of contact between the Director General and internal/external stakeholders, handling communications with discretion and professionalism.
- Prepare documents, presentations, and reports as required by the Director General.

Meeting Coordination:

- Organize and attend meetings with or on behalf of the Director General, ensuring that agendas are set, notes are taken, and follow-up actions are tracked.
- Prepare briefings and ensure all necessary materials are available for meetings.

Communication Management:

- Draft, proofread, and edit correspondence, including emails, letters, and presentations.

- Ensure timely communication of key messages from the Director General to the ISU team, stakeholders, and external partners.

Event Management:

- Coordinate events, conferences, and other engagements for the Director General. This may include logistics, planning, and liaising with other departments or external parties.
- Manage the Director General's involvement in international events, including those relating to figure skating and speed skating.
- Represent the ISU and the Director General by hosting visitors with professionalism and courtesy, ensuring all interactions reflect the organization's standards and values.

Strategic Projects:

- Assist in managing and tracking key projects as directed by the Director General.
- Support the execution of initiatives that align with the ISU's mission and values.
- Play a key role in the internal management and organization of Council meetings, including logistics, planning, minute-taking and follow-up, communication arrangements, and contributing to the preparation of meeting content to ensure alignment with strategic objectives.

Confidentiality & Discretion:

- Handle sensitive and confidential information with the utmost discretion, ensuring that the Director General's office runs efficiently and with integrity.

Qualifications:

- Bachelor's degree in business administration, International Relations, Sports Management, or a related field (or equivalent experience).
- Minimum of 5 years of experience in an executive assistant or similar role, preferably in a global or sports-related environment.
- Exceptional organizational skills and attention to detail.
- Excellent written and verbal communication skills in English (French is a plus).
- Ability to manage multiple tasks and work under pressure, with a high degree of professionalism and discretion.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office management tools.
- Flexibility to travel internationally as required.

What We Offer:

- Competitive salary and benefits package.
- Opportunity to work in an international and dynamic environment.

- A chance to contribute to the growth and development of the sport at the global level.

Application Process:

Interested candidates should submit their resume and a cover letter outlining their relevant experience and motivation for applying to jobs@isu.ch.

Former athletes and skaters are strongly encouraged to apply, as their unique experiences are highly valued.

At ISU, we are committed to creating a diverse, inclusive, and supportive environment where everyone is valued and empowered to succeed.