
SIGA Office Manager, Geneva

About SIGA

SIGA is an independent global coalition in the field of sport integrity, with more than 100 international multi-industry members and supporters. It is the only organisation to bring together sport, governments, academia, international organisations, sponsors, business, rights holders, NGOs and professional services companies, from every region in the world, around a common cause of fostering greater integrity throughout sport.

SIGA's members and supporters include Mastercard, the European Professional Football Leagues, ICSS INSIGHT, the Basel Institute on Good Governance, the US Centre for Safe Sport, Qatar Airways, the McCain Institute, the Caribbean Association of National Olympic Committees, Special Olympics, the Spanish Football League, the Portuguese Olympic Committee, eSports Integrity Coalition, the International Mixed Martial Arts Federation, World Snooker and many more (www.siga-sport.com/members).

Job Description

SIGA is recruiting a full-time Office Manager to be based in Geneva with immediate start. The Office Manager will provide full administrative assistance to the CEO of SIGA and General Counsel as and when required and will be responsible for the smooth running of the office as well as be an integral part of the SIGA Team. This is a unique opportunity to be involved in a dynamic environment and contribute both on the administration front as well as develop SIGA's profile in Switzerland and beyond.

Responsibilities:

- Assisting the CEO and General Counsel in supporting the overall strategy to meet SIGA's objectives;
- Responsible for the smooth running of the Geneva office including financial aspects and liaison with other SIGA offices;
- Arranging complex travel in a timely and efficient manner as requested by the CEO and General Counsel;

- Compiling documentation and background information to assist the CEO and General Counsel with preparations for their meetings;
- Organising internal and external meetings and conference calls and preparing the related documents;
- Undertaking research assignments when required;
- Taking detailed minutes of meetings;
- Processing expenses;
- Creating PowerPoint presentations, letters and reports to a high standard, as requested by the CEO and General Counsel;
- Liaising with the SIGA Team to ensure coordination and support as appropriate;
- Assisting with the organisation of high profile events hosted by SIGA;
- Responsible for networking with the sports movement and International Geneva community as requested by and under the direction of the CEO and General Counsel;
- Prioritising conflicting needs and handling matters expeditiously and proactively
- Following-up on projects to successful completion and observing required deadlines;
- Performing all other tasks and assignments entrusted to them by the CEO and General Counsel.

The Successful candidate:

- A minimum 3-year experience supporting senior level executives;
- An independent self-starter, with excellent organisational skills;
- Outstanding verbal and written communications skills;
- Educated to a degree level or equivalent;
- Outstanding knowledge of Microsoft Word, Excel, PowerPoint and Outlook;
- Proficiency in English, knowledge of other European languages would be an asset;
- Knowledge of the sports movement and the ecosystem in “International Geneva” would be an asset;
- Flexible attitude;
- Problem-solver: resourceful, result-oriented, and proactive;
- Ability to work in an international environment;
- Available to travel;
- Exceptional time management skills and ability to multi-task when under pressure;
- Being a positive, constructive, supportive and flexible member of the SIGA Team.

Location: Geneva

This is a full-time position, Monday to Friday, 09:00 – 18:00, with some flexibility and travel required. Out of hours, work also arises on a periodical basis.

Candidates must be legally authorised to work in the Switzerland as SIGA will not be providing sponsorship for this position.

To apply, please email your CV and covering letter to: info@sigasport.com

Deadline for applications: 23:59, 1 February 2019