



INTERNATIONAL
OLYMPIC
COMMITTEE

Department: Human Resources
Location: Lausanne, Switzerland
Contract Type: Internship (12 months)
Activity Level: 100%
Entry Date: 01.07.2021
Deadline to apply: 20.06.2021

Mission

- Support the Talent Management Team in Learning & Development as well as Talent Acquisition areas
- Contribute to the unit and organisation's strategy by performing diversified tasks and duties as assigned by the Talent Management Manager

Main Responsibilities

Learning & Development

- Work closely with the Talent Management Manager to develop an online induction module to facilitate the onboarding of new employees
- Provide first-hand support to users for the Learning Management System (LMS) by
 - Answering staff queries
 - Managing online registration for staff
 - Creating new courses description as dictated by line manager
- Provide follow-up analysis of the KPIs of all completed trainings to evaluate and measure satisfaction and results to improve services.
- Support the Talent Management Team with financial and administration activities
 - Processing invoices for the team
 - Raising purchase orders
 - Adding suppliers to database
 - Contract management with external suppliers (drafting contracts and coordinating with suppliers)
- Coordinate logistics of training events, track participation and become the point of contact for participants as necessary

Recruitment

- Assisting the Talent Acquisition Coordinator when/if necessary, with the logistics for interviews with both hiring managers and candidates in Switzerland and/or abroad
 - Organizing interviews by communicating with candidates and internal stakeholders to prepare them for their interviews
 - Assisting with correspondence and filing depending on the procedure in place

- Support with administrative tasks for the team
 - Contract management with external suppliers (drafting contracts and coordinating with suppliers)
 - Organizing photoshoots for new employees to take ID photos.
- Interact directly with candidates to respond to their enquiries on recruitments and spontaneous applications
- Providing support with ongoing recruitment projects to improve our recruitment process

Training and language and IT competences

- University qualification, HEG with HR option or equivalent HR qualification.
- Prior admin experience in a challenging environment would be a plus.
- Familiarity with teamwork, in terms of both managing the flow of files and communicating with colleagues.
- Digitally savvy and ability to extract statistics and data for tracking and presentation would be an asset
- Ability to work remotely and autonomously as needed
- Experience working with multiple stakeholders / managers would be a plus
- Recognised and appreciated know-how and manners when dealing with personalities.
- Knowledge of the world of sport would be a plus.
- Complete familiarity with IT software (Word, Excel, PowerPoint, Microsoft Word etc.)
- Fluent in French or English with command of the other language

Please kindly note that only candidates that apply via our [official website](#) will be considered.

The International Olympic Committee is a not-for-profit independent organisation committed to building a better world through sport. By joining us, you become part of the Olympic Movement. You will have the opportunity to work in an international and flexible environment with people of more than 50 nationalities.