



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 dynamic

Human Resources & Office Manager

Mission:

As a Human Resources generalist, the HR Manager maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. Areas of responsibility include also overseeing and coordinating the FIH Office in particular the reception area, ensuring efficiency of office procedures and managing the logistic requirements. The HR & Office Manager reports directly to the CEO.

Human Resources duties:

- Maintains the work structure by updating job requirements and job descriptions for all positions
- Maintains organization staff by establishing a recruiting, testing, and interviewing program; counselling managers on candidate selection; conducting and analysing exit interviews; recommending changes
- Prepares employees for assignments by establishing and conducting orientation and training programs
- Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counselling employees and supervisors
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs
- Ensures legal compliance by monitoring and implementing applicable human resource legal requirements; maintaining records
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records
- Contributes to team effort by accomplishing related results as needed.

Office management duties:

- Oversees and manages the smooth running of the office (equipment, supplies, cleaning, security etc) including negotiations with suppliers
- Manages the total administrative operations of the Federation and ensures consistency
- Supervises and oversees the staff that make up administration department in their day-to-day responsibilities (administration/secretariat/travel agent)

- Manages all logistical operations within the office including the telephone system, incoming and outgoing mail, travel and accommodation arrangements
- Follows office insurances and represent the FIH for all office building related matters
- Manages and controls departmental expenditure; proposes budget
- Manages office filing system and inventory
- Maintains office efficiency by planning and implementing office policies and procedures.

Skill set:

- 5-7 years of HR generalist and Office management experience
- Strong communication skills, able to express clearly orally, and in writing in English and French
- Proven organizational skills with the knowledge and ability to follow a systematic, orderly approach when working through problems, or when investigating issues
- Sense of Fairness, with the ability to balance organizational goals with Employee needs
- Business Acumen to understand how the HR and Office Management functions fit into the organization's strategic plans.

Are you interested in this challenging position with responsibilities and autonomy?

Then, please send your complete application to jobs@fih.ch

Please, no applications thru recruitment agencies.