

ADMINISTRATIVE TRAINEE VACANCY in GENEVA

1. Summary

Job title	Trainee Administrative Support – 100% - English, French
Organisation	International Motorcycle Manufacturers Association (IMMA)
Sector	Transport / Automotive / International Public Affairs
Location	Geneva, Switzerland
Application deadline	15 December 2017
Start, duration	January 2018, 3 to 6 months

2. IMMA secretariat

IMMA is *the* trusted voice of the motorcycle industry in global forums. IMMA advocates the development and harmonisation of technical regulations which affect the motorcycle industry and aims to advance inclusive policies for motorcycling.

IMMA represents the manufacturing and trade industry of mopeds, motorcycles and three-wheelers often also referred to as Powered Two and Three Wheeled Vehicles (PTWs). IMMA is an accredited NGO to the United Nations (ECOSOC).

Based in Geneva, IMMA is a member driven organization, providing the necessary services to the IMMA committees and expert groups addressing vehicle regulations, environmental and safety performance of vehicles, road safety and mobility of PTWs. A range of e-tools are in use and/or further rolled out to facilitate sharing of information and communication.

The secretariat consists of a Secretary General, a Technical Director, an Office Manager and various trainees.

For more information see www.immamotorcycles.org.

3. Trainee Opportunity

IMMA is currently looking for a trainee to support the administration and human resources operations to maintain the smooth running of the secretariat.

The successful candidate is expected to start in January 2018 for a period of at least 3 months.

He/she will work mainly with the office manager and secretary general to support daily and administrative activities of the office.

Main Activities

- Administration : prepare invoices, prepare expenses, update the contacts list, consult industry related documents of interest, office supplies
- Communication: update the website, prepare publications and PowerPoint presentations
- Support the collection of data
- Prepare meetings

Profile requirements

- Administrative Education or equivalent degree (CFC de commerce or Maturité professionnelle commerciale)
- Fluency in English and French, oral and written proficiency. A test will be part of the interview.
- Excellent knowledge of modern information technology systems (Office)
- Experience with Excel, Word, SharePoint and other content management systems

Additional personal qualities

- Ability to pay attention to details
- High level of initiative, organized, autonomous
- Customer service skills: courteous, enthusiastic
- Motivated to work in a small team
- Flexible and eager to learn

Assets

- Interest in the motorcycle sector and its products
- Ambition to work in an international company or NGO-environment
- Experience with writing documents for publication

In return, we offer you the support and recognition that you deserve aside of an excellent opportunity to discover the challenges in a dynamic international NGO. IMMA applies the standard remuneration fee in line with the Swiss government.

If you are interested in this opportunity, please send your CV and cover letter in English no later than 15 December 2017 to the attention of Alejandro Estrada, Office Manager, a.estradamunoz@immamotorcycles.org. An on-line assessment may be part of the procedure.