Contacts

Quartier UNIL-Centre Bâtiment Synathlon
1015 Lausanne, Switzerland

+41 21 692 64 80
info@aists.org

Administration & Finance Coordinator

Lausanne, Switzerland - full time

Are you passionate about challenging the status-quo in sport?

Do you want to be part of the payroll process of a diverse group?
Do you thrive in dynamic, multicultural environments?

Then join AISTS – the International Academy of Sports Management and Technology – and contribute to shaping the future of sports leadership.

About AISTS

AISTS, the International Academy of Sport Management and Technology, is a prestigious not-for-profit academic centre at the heart of the global sport industry. Founded in 2000 in Lausanne, Switzerland, it offers world-class education and advisory services in sport management. AISTS's unique multidisciplinary approach combines expertise in technology, management, economics, medicine, career and leadership. With a network of over 750 alumni, 100 distinguished lecturers, and partnerships with leading sport organisations, AISTS shapes the future of international sport. Located in the Olympic Capital, it serves as a bridge between academia and industry, promoting excellence in sport management to drive positive global impact through the power of sport.

Your role

Under the lead the Head of Operations & HR, coordinate for AISTS organization reliable, timely and compliant HR, finance and office services. The role owns recurring administrative cycles, maintains accurate records and coordinates specialist providers where expertise or formal sign-off is required.

Key responsibilities

Finance operations

- Issue and track invoices and payments; process supplier documentation, expense inputs and routine accounting records.
- Maintain clear approval trails, payment calendars and follow-up on overdue invoices.
- Coordinate VAT, closing, payroll-accounting and audit preparation with the external accountant or fiduciary.

HR administration

- Maintain employee records and organisational documentation; coordinate insurance, payroll inputs, permits and recurring HR administration.
- Prepare salary-related information and liaise with payroll, social-security and insurance providers; escalate policy or employee-relations issues to management.
- Assist in HR aspects of full lifecycle of employees

Office, IT and executive administration

- Coordinate user onboarding, equipment, access rights, Microsoft 365 administration and first-line liaison with IT support.
- Organise travel, hotels, couriers, meetings and practical office requirements.
- Provide structured administrative support to Executive Director and maintain recurring corporate calendars and records.

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What we offer

- **Dynamic Work Environment:** Join an international team passionate about sports and education.
- **Career Development:** Gain exposure to a wide range of projects in a prestigious organisation.
- **Inclusive Culture:** We value diverse perspectives and actively encourage applications from all genders, backgrounds, and experiences.
- **Professional Growth:** Access to training programmes to enhance your skills and career development.
- **Mentorship Opportunities:** Be part of a supportive team committed to helping you thrive in your role.
- **Prime Location:** Work in Lausanne, the Olympic Capital, with access to sports facilities and view on the lake

Your skills and experience

- **Experience:**
  - 3+ years in office management, HR administration, finance operations or a comparable coordination role, ideally in an international or educational setting.
  - Strong attention to detail and confidence handling confidential information.
  - Working knowledge of Swiss employment administration, social insurance and VAT processes, with the judgement to involve specialists.
- **Technical Skills:**
  - Proficiency in MS Office 365; experience AI solutions, data management and CRM an asset;
  - Native-level fluency in English or French, with proficiency in the other language (3rd language is a plus).
  - Familiarity with AISTS activities and the MAS programme is highly valued;
  - Experience related to sport (athlete, volunteer, coach or management) is highly valued;
- **Personal Traits:** Agile, flexible with ability to adapt in all situation, reliable, highly organised and at ease with multitasking with effective prioritisation and service-oriented with strong communication skills in multicultural environments
- **Education:** HRSE Certificate, Edupool Accounting Specialist, or similar

What we expect

- Ability to maintain a positive, pragmatic and open-minded attitude under stressful and operational situations.
- Strong organisational, analytical, project and time management skills, with excellent attention to detail.
- Diplomacy, tact and discretion. Keen sense of confidentiality.

We welcome candidates from all professional backgrounds and encourage applications even if not all qualifications are met. At AISTS, we value your potential.

How to Apply

We are committed to building an inclusive workplace and strongly encourage applications from women and men equally. We particularly welcome candidates who bring diverse experiences and perspectives.

Send your CV, work certificates, and a cover letter (in English) outlining your motivation to join AISTS through the platform jobup only. Deadline of application 1st of December 2026.

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Starting Date: As soon as possible

Occupancy rate: full time, 100%

Location of work: Lausanne, Switzerland

Salary range: Between 55'000chf and 60'000chf

Make an impact on the development of international sport. Apply today!