

The IRONMAN Group operates a global portfolio of events that includes the IRONMAN® Triathlon Series, the IRONMAN® 70.3® Triathlon Series, 5150™ Triathlon Series, the Rock 'n' Roll Marathon Series®, IRONKIDS®, ITU World Triathlon Series, premier running events including the Standard Chartered Singapore Marathon™ and The Sun-Herald City2Surf® presented by Westpac, Ultra-Trail® World Tour events including Tarawera Ultra and Ultra-Trail Australia™, mountain bike races including the Absa Cape Epic®, road cycling events, and other multisport races. The IRONMAN Group is the largest operator of mass participation sports in the world and provides more than a million participants annually the benefits of endurance sports through the company's vast offerings. Since the inception of the iconic IRONMAN® brand and its first event in 1978, athletes have proven that ANYTHING IS POSSIBLE® by crossing finish lines around the world. Beginning as a single race, The IRONMAN Group has grown to become a global sensation with more than 235 events across 55+ countries. The IRONMAN Group is owned by Advance (www.advance.com), a private, family-owned business. For more information, visit www.ironman.com.

For the Haute Route & Gravel Epic brands (Lausanne area, Switzerland) owned by the IRONMAN Group, we are actively looking for a highly motivated, fluent French and English speaking

Logistics Assistant - Internship (m/f/d)

The Operations Department is looking for a trainee for 6 months to work across all the European Haute Route & Gravel Epic events with a primary responsibility for supporting all Internal Coordination missions. This role requires travel to national and international events.

Key Responsibilities

- Working with the team managers to schedule, create and order the production of event branding
- Supporting the team logistical arrangements including mapping for each venue
- Full management of our Equipment storage (manage and develop the inventory file, manage the maintenance of the equipment and keep a well-organized storage before and after each event)
- Management and monitoring of the stock of consumables to maintain adequate supplies
- Support the setup, transfers and the pack up of events, including loading and unloading containers on lorries and container kit during events
- Co-ordination of local support staff/runners
- Co-ordination of site branding set up
- Support the coordination of the catering
- Purchase of event equipment locally
- Working with event team during each event to deliver client/participant/guest experience to high level
- Be part of the logistic team on event: setup of start line, finish line and event village

Skills and competencies

- Swiss national, EU national or a work permit enabling you to work in Switzerland
- "Convention de stage" or formal agreement through your educational provider is mandatory
- You must be fluent in English and French (verbal/written) and ideally Italian or German
- You must have a full clean driving license
- International awareness, sensitivity to foreign cultures and sufficient etiquette and presence to liaise with high level sponsors
- Experience in logistics or event management would be an advantage
- Excellent analytical skills, comfortable with numbers and statistics
- A passion for sport is essential and knowledge or interest in outdoor events (cycling or running) a plus
- Great sense of humor which carries through under pressure
- Excellent organizational skills and self-motivated personality
- Ability to work to tight deadlines, cope with event pressures, and manage time effectively
- Able to take instruction and work well within a small and hard-working team
- Excellent communicator, both written and verbal, and confident in networking and liaising effectively with both internal and external parties
- A working knowledge of Microsoft office packages, ideally for Macs, Photoshop skills are plus
- Ability and willingness to travel

What we offer

- As an employee of The IRONMAN Group you can expect to work with an ambitious and sport orientated company. You will work with a team in an international environment. Our focus is the organization of high-class sport events.
- Internship duration: 6 months, from 18th April 2022 to 17th October 2022
- Monthly allowance: 800CHF (gross – before any deductions are taken for state and federal taxes, insurance, etc.)
- Holidays: 10 working days for a 6-months internship.
- Benefits: Haute Route Group sponsor the full cost of a half card CFF card. The card entitles you to a 50% discount on all Swiss public transport (to qualify for a CFF card you must be living in Switzerland).
- Office hours are between 9.00am and 6.00pm. During busy periods you may be expected to work evenings and weekends.
- Travel, accommodation and subsistence are covered for approved business travel, in line with current policies.

Are you interested?

We are looking forward to receiving your application in French or English.

Please apply here: <https://ironmaneurope.wufoo.eu/forms/we-are-hiring/>