



OPERATIONS & RIDERS COORDINATOR - INTERNSHIP

In short

As an Operations & Riders coordinator, you'll play an important role in the Operation team. You'll be responsible for managing accommodation needs for riders and staff. The rider coordinator ensures that the riders have a smooth and comfortable experience. The rider coordinator acts as the main point of contact for the riders and communicates with them before and during the event. Your role is crucial to the company's success, and your contributions will be highly valued.

What the FWT

The Freeride World Tour (FWT) team is comprised of 15-20 young and passionate staff based near Lausanne, Switzerland. They work year-round to organize the five-stop Freeride World Tour circuit, which includes the well-known Xtreme Verbier event. Additionally, the team coordinates over 90 Qualifier events and 140 Junior events worldwide and oversees a global community of 8000+ licensed riders.

This entails a lot of work and travel, but also means spending time at events (and occasionally sharing a drink) with the Freeride World Tour Family. This unique community includes over 120 people, including external staff, riders, and partners. Working with FWT is a life-changing experience that allows you to meet inspiring individuals and grow on both personal and professional levels.

The work environment is dynamic and occasionally disorganized but encourages proactivity and the sharing of new ideas regardless of position or background, all with a focus on the big picture in which everyone plays a crucial role. Micro- management and hierarchy are not part of our vocabulary, and the status quo gives us nightmares. Telework and flexible work arrangements are promoted, though physical teamwork is also emphasized as necessary for success.



Meet the Team

The operation team plays a crucial role in planning, organizing, and executing successful events. Their primary responsibility is to ensure that all aspects of the event run smoothly and efficiently, from the initial planning stages to the final execution.

If you're looking for an environment where ideas (not always the smartest) are flying around, and where you can participate in international projects with a real impact, then this opportunity is for you! If you enjoy challenging the status quo and hearing "We've always done it this way" makes you jump out of your skin, even better!

The Freeride World Tour Operation team is composed of passionate and hardworking individuals from different cultures and backgrounds who work together towards a common vision. Expect a hard-working team that enjoys the après-ski.

Your Missions

1. **RIDERS**

A. **ADMIN**

- Invitations of the rider at the beginning of the season
- Transmission of all information related to the riders
- Creation of the riders letters for each event
- Riders care: follow up of daily requests before, during and after the events

B. **ON EVENTS**

- Riders Welcome & Accreditation
- Coordination of the riders lounge
- Riders Meeting and bib draw organization
- Coordination of the official happenings linked to the riders: Signature, Opening Sessions & Prize giving ceremony

2. **OPERATIONS**

C. **ACCOMODATION**

- Needs definition and booking

- Rooming list management for staff, riders, partners, media
- On event coordination
- Post event invoicing

D. TRANSPORTATION

- Booking of travels for staff (flights, bus, train)
- Management of the rental cars

E. EVENT MANAGEMENT

- On event assistance to event manager
 - General assistance
 - Office supplies – material needs definition

F. F&B

- Management of F&B partnership and deals

G. VOLUNTEERS

- Assist with the volunteers recruitment for Xtreme Verbier
- On the Xtreme Verbier event volunteer care and management onsite

H. RIDERS' BIBS

- Needs definition
- Contact with suppliers / quote requests / orders

Your story

- Student/Graduate or University Degree in Tourism, Business or Sports Management
- Fluent English & French (both spoken and written)
- Experiences at events (ideally on an international basis) are an asset
- Proficient computer skills: Excel – Word – PWP
- Interest in Sports in general. To enjoy the great outdoors including winter sports
- Autonomous and rigorous, assertive, team spirit
- Remains composed under pressure
- Willing to travel extensively during the winter season
- Recognizes and accepts that during events the demands can be 24x7

What we offer

- Base salary: CHF 1000.- / month.
- Free ski wear and equipment (depending on availability).
- Flexible work schedule and homeworking
- Travel and phone costs are covered.
- Work in a unique, entrepreneurial and creative environment where everyone makes a real difference.

Duration:

- October 1st, 2024 to April 30th, 2025

Apply through this link: <https://www.freerideworldtour.com/jobs-internships/>