

Founded on 14th April 1900 in Paris, the Union Cycliste Internationale (UCI) is the world governing body for cycling. Its mission is to develop and supervise cycling in all its forms and for everybody, as a competitive sport, as a healthy recreational activity and as a means of transport and having fun. Additionally, the UCI promotes a number of its own events, including the UCI Road World Championships, an iconic annual event, and a wide range of other UCI World Championships and World Cups across the various disciplines. It is based in Aigle, Switzerland, at the UCI World Cycling Centre.

For its Sports Departement, the UCI is seeking an

Assistant (80%)

English-French

Mission :

As an Assistant, you will play an important role in the Sports Department. Reporting to the Head of Track, Para-cycling and Indoor, you will manage the administrative tasks related to the Track, Para-cycling and Indoor Sector.

Main responsibilities :

Ensure the registration and administrative follow-up of the Track teams:

- processing and registering team files, entering them into the Links database and compiling statistics

Ensure the administrative follow-up of the track and para-cycling calendar:

- management of the links database, updating of documents and contact with the various stakeholders

Ensure the administrative management of the Track, Para-cycling and Indoor Unit:

- handling correspondence and ad hoc requests
- processing of expense claims, preparation of documents for the Management Committee and the Commissions
- Manage the needs of the Track, Para-cycling and Indoor Unit for the World Championships and World Cups, particularly for the event management part (management of newsletters, rooming list, transport)

Ensure the administrative management of the classification for the para-cycling discipline:

- follow-up with the nations before each competition
- Follow-up of the classification forms and updating of the database

Organise seminars and meetings of the Track, Para-cycling and Indoor Unit

- Prepare documents for the various meetings
- Manage the arrival of participants (travel, hotels, room, translation, meals etc.)
- Write the minutes of some meetings.

Profile :

- Holder of Commercial Apprenticeship certificate or equivalent
- At least 3 years experience as an assistant in an international English-French environment
- Very good command of English and French, both written and spoken
- Good knowledge of the MS Office environment (Excel, Word, Powerpoint, Outlook)
- Very good organisational skills
- Rigorous, motivated and honest
- Able to work autonomously
- Strong interest in sports and cycling a plus

Start date : immediately or to be agreed

Join us and you will have every opportunity to use your skills, to be involved in current sporting activities and to contribute to the success of a modern and dynamic organisation. If you are interested in this position and you meet the criteria outlined in the profile, please e-mail your application and supporting documents (covering letter, CV, employment references and qualifications) to the following address: job@uci.ch.