

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.

The Sports Department of the UCI is looking for a:

Transversal Administrative Assistant (100%) English - French

Mission

The Transversal Administrative Assistant will mainly assist the Transversal Unit to ensure it is fully supported in its administrative objectives. Apart from that, he will assist the Sports Director Assistant as well in certain tasks.

Main responsibilities

- Provide administrative support to the Transversal Unit throughout the year, mainly for the Commissaires side
- Management of the Sports Department mailbox
- Management of the UCI Commissaires mailbox
- Appointments of UCI Commissaires
- Follow up on UCI Commissaires expenses forms approval process
- Update of the Commissaires' races reports for all disciplines
- Sending of the assessment letters to the UCI Commissaires weekly
- Assist the Commissaires Unit in the organisation of various Commissaires trainings
- Preparation of documents and presentations for meetings
- Assist the Manager of the Unit in his tasks when needed
- Analyse of optimisation options regarding the Commissaires internal processes and implementation of them
- Translation of documents from English to French and vice versa.

Profile

- Holder of Commercial Apprenticeship certificate or equivalent
- Fluency, written and spoken in English and French, any other language a plus
- Excellent writing skills in both languages
- Good organisational skills in order to create and maintain administrative processes
- Excellent knowledge of the following software programs: Word, Excel, PowerPoint
- Rigorous, motivated
- Able to work independently while maintaining a good team spirit
- Strong interest in sport and particularly in cycling required.

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 send your application in English or French and supporting documents (covering letter, CV, employment references and qualifications) to the following address: job@uci.ch.



Union Cycliste Internationale (UCI) has been EDGE 'Move' certified since January 2022. EDGE certification is the international reference standard for organisations in terms of gender equity. The UCI is the first international sports federation to be EDGE 'Move' certified.