



CMC Exploitation SA is responsible for operating the infrastructure of the UCI World Cycling Centre, which hosts the Union Cycliste Internationale (UCI). This includes sports facilities such as a velodrome, conference and seminar facilities, a restaurant, and collective accommodation. In this capacity, the company markets, coordinates, and ensures the smooth operations of services related in particular to the infrastructure and equipment. Its presence in the local and regional economic landscape, as well as its openness to international organizations, ensures sustainable development and supports the growth of its activities.

The UCI World Cycling Centre is looking for an

## **Operational business development Coordinator (100%) English-French**

### **Mission**

In your role as Operational business development Coordinator, you are responsible for the development, promotion, and implementation of the commercial activities of the UCI World Cycling Centre, as well as for coordinating the use of its sports facilities.

### **Main Responsibilities**

#### *Business Development*

- Develop the commercial strategy, including pricing, products, promotions, and marketing campaigns, in collaboration with the UCI WCC communication & digital Coordinator.
- Promote the UCI World Cycling Centre, its infrastructure, and its activities through commercial outreach, social media, the UCI WCC website, and any other relevant channels.
- Design, promote, and sell new products and commercial offers, and manage their implementation and updates.
- Conduct business development with tour operators and with local, regional, and international companies in order to increase revenue both for the operational activities of the UCI World Cycling Centre and for its restaurant, Le Vélodrome.
- Develop partnerships with clubs, associations, companies, and sponsors.

#### *Operational Coordination & Sports Facilities*

- Plan and organize the activities of the UCI World Cycling Centre, including bookings, scheduling, resources, and infrastructure:
  - Management of schedules for the various sports facilities
  - Organization and coordination of training camps (National Federations, clubs, Youth & Sport programs)
  - Management of permanent tenants and track subscribers
  - Coordination of Track and BMX initiation sessions
- Coordinate internal teams, including the business development team, coaches, and instructors.
- Coordinate the UCI World Cycling Centre partners according to bookings and operational needs (restaurant, accommodation, instructors).
- Coordinate sporting events held at the UCI World Cycling Centre.
- Manage the UCI World Cycling Centre shop.

#### *Administrative follow-up & reporting*

- Analyze commercial performance.
- Monitor local and regional offerings in order to benchmark the products and services offered by the UCI World Cycling Centre.
- Prepare activity reports and propose areas for improvement.
- Manage contracts, quotations, invoices, and documents related to the activities of the UCI WCC.

**Profil**

- Higher education (master's degree from a business school or in sports management)
- 3 to 5 years' experience in a similar position
- Strong commercial mindset and comfortable with prospecting/business development
- Excellent interpersonal skills; outstanding communicator with a positive attitude
- Proven experience in team management
- Strong organizational skills and a well-developed team spirit
- Good knowledge of the local and regional economic environment
- Good knowledge of the regional, national, and international sports industry
- Excellent command of written and spoken French and English; knowledge of Swiss German is an asset
- Proficient in MS Office (Excel, Word, PowerPoint, Outlook)
- Detail-oriented, precise, and flexible/available
- Creative, well-organized, and able to work autonomously
- Available to work weekends when required.

**Start date** : Starting 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](mailto:job@uci.ch) : [job@uci.ch](mailto:job@uci.ch)