

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 Department, the UCI is looking for a:

Sports Transversal Administrative Assistant (100%)

french – english

Summary:

As a Transversal Sports Administrative Assistant you will play an important role in the Sports Department. Reporting to the Transversal Sports Operations Manager, you will manage the administrative tasks related to this sector and support the members of the transversal team in their activities.

You will deal in particular with the procedures of all disciplines of the Sports Department, the management of Commissaires appointments and the organisation of training courses as well as the management of accreditations.

Main responsibilities:

Transversal

- Assist the Transversal Operations Manager in his daily activities
- Ensure the administrative follow-up of files and projects arising from the Transversal Unit
- Edit and optimise various documents related to the Sports Department
- Organise certain seminar and meetings on place or by videoconference
- Coordinate briefings and meetings regularly with different disciplines and partners
- Follow-up invoices related to the different partners working with the Sports Department
- Participate in the implementation and improvement of our accreditation and travel management platform with our external partner
- Manage UCI World Cups trophies orders
- Set up tools for steering, monitoring and reporting on activities for internal and external use
- Write various correspondence in french and english.

Commissaires

- Assist the « Commissaires Coordinator – Operations » in the management of Commissaires appointments for different events, all disciplines included
- Assist the « Commissaires Coordinator – Training » in the organisation of training courses and certain seminar
- Update the content of Commissaires' training
- Organise Commissaires Commission's meetings and take the minutes in english
- Establish statistics

Profile:

- Holder of Commercial Apprenticeship certificate or equivalent
- Minimum 3 years' experience as an assistant in a French-English international environment
- Fluency in English and French, with excellent writing skills in both languages
- Very familiar with MS Office tools
- Very well organised and very good interpersonal skills
- Rigorous and motivated, with a strong sense of integrity
- Ability to work independently but also as part of a team
- Knowledge on Monday.com platform, an asset
- Strong interest in sport and particularly cycling.

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.



L'Union Cycliste Internationale (UCI) est certifiée EDGE Move depuis janvier 2022. EDGE constitue le standard de référence au niveau international pour la certification des organisations en matière d'égalité professionnelle entre hommes et femmes. L'UCI est la première Fédération sportive internationale certifiée EDGE Move.