

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:

Road Assistant (100%)

English-French

Summary :

As a Road Assistant, you have an important role to play in the Road Unit of the Sports Department. Reporting to the Road Manager – Riders & Teams, as part of a section that also includes the Road Coordinator (Teams), you will manage administrative tasks required in this area, with a particular focus on the UCI Road teams, and support its various activities by playing an active role in their coordination.

Main responsibilities :

- Assist the Road Manager – Riders & Teams and the Road Coordinator (Teams) in their day-to-day activities and monitoring and managing the Road Unit's various projects
- Provide administrative support for the Road section
- Management of day-to-day correspondence, diaries and ad hoc requests
- Processing of expenses claims
- Preparation of documents for the Management Committee, various commissions and working groups
- Organise some seminars and meetings (travel, accommodation, room bookings, etc.) and take minutes
- Contribute to the team registrations and administrative follow-up in conjunction with the Road Coordinator (Teams)
- Help with the completion of certain tasks connected to the UCI Road World Championships
- Produce statistics
- Coordinate various specific projects according to requirements
- Produce translations in French and English.

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
- Strong interest in sport and particularly cycling
- Possibility of ad hoc travel to events.

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.



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.