

Founded on 14<sup>th</sup> 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.

To strengthen the administrative team of the Senior Management and the Presidency, the UCI is seeking an

## **Administrative Assistant (100%)**

### **English-French**

#### **Mission :**

In your capacity of Administrative Assistant, you will be part of a small and dynamic team, and closely assist with your other colleagues the Director General and the President of the UCI to ensure that they have the necessary support in all their activities.

#### **Main responsibilities:**

- Administrative follow-up of files and projects arising from the administration of the Senior Management and the Presidency
- Management of agendas
- Organisation of business trips for the Director General and the President
- Proactive communication with the Senior Management to keep them informed about deadlines and ongoing files
- Administrative and logistical support for the organisation of the UCI Management Committee and the Executive Board's meetings that may take place abroad
- Close collaboration with the UCI departments and the various stakeholders in the files management, the organisation of various meetings and the maintenance of strong relationships
- Taking minutes during executive sessions when required.

#### **Profile :**

- Commercial apprenticeship (CFC) ideally completed by a higher education degree
- Minimum 5 years' professional experience
- Experience of at least 2 years as assistant secretary in a law firm would be an asset
- Very good command of English (mother tongue ideally), perfect command of spoken and written French, Spanish would be an asset
- Very good written skills in both languages
- In-depth knowledge of Microsoft Office (Excel, Word, Powerpoint, Outlook)
- Proactivity and ability to manage priorities
- Excellent interpersonal skills
- Strong sense of confidentiality
- Meticulous, motivated and reliable
- Capable of working independently
- Interest in sport, cycling a plus.

**Start date :** 1st May 2021 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).



The Union Cycliste Internationale (UCI) has been EDGE Assess certified since 2019. EDGE certification is the leading global business certification standard for gender equality. The UCI is the first international sporting Federation to be EDGE Assess certified. Wishing to strengthen its status as a leader in this field, the UCI now aims to reach the next level of certification.