

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 Legal Anti-Doping Services, the UCI is looking for an:

**Assistant (80%)
English-French
Fixed-term contract 4 months**

Role:

In your capacity as Assistant you will be responsible for providing administrative support for the Legal Anti Doping Services, in charge of the prosecution of doping offences.

Key Responsibilities:

- Management of Agendas and deadlines
- Maintain databases
- Processing mails
- File management (filing, opening, updating, archiving)
- Drafting letters
- Review letters, prepare bundles and submissions
- French-English and English-French translations

Profile:

- Commercial apprenticeship (CFC) or equivalent training
- Recognized experience in a Law Firm or a legal department
- Organized and rigorous
- Ability to multi-task and manage priorities
- MS Office applications proficiency
- Excellent Command of spoken and written English. Knowledge of French and/or another language an asset.
- Strong sense of confidentiality
- Team player

Start date : mid-August or to be agreed until the end of December 2021

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 (cover letter, CV, employment references and qualifications) to the following address: 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.