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:

**Transversal Operations Assistant (50%)**

*English-French*

**Mission:**
In your capacity as a Transversal Operations Assistant, you will play an essential role within the Sports Department.

Reporting to the Sports Transversal Operations Manager, you manage the administrative tasks related to this sector and support the members of the transversal team in their activities.

**Main responsibilities:**
- Assisting the Sports Transversal Operations Manager in her functions as well as the various Coordinators of the sector in their daily activities
- Coordinate the transversal procedures and processes within the Sports Department, namely:
  - Coordination of the monthly UCI newsletter for the Sports section
  - Drafting and coordination of the special newsletter dedicated to the regulation changes approved by the UCI Management Committee
  - Administrative follow-up and publication of the transversal titles of the UCI Regulations after validation by the UCI Management Committee
  - Management of the registration procedure guide for events on the UCI international calendar for the different disciplines
  - Administrative follow-up related to changes of nationality with the National Federations
  - Administrative follow-up related to the annual licenses in collaboration with the National Federations
  - Management of trophy and medal orders for UCI events in all disciplines.

**Profile:**
- Holder of Commercial Apprenticeship certificate or equivalent
- Minimum 3 years’ experience as an assistant in an international French-English environment
- Perfect command of French and English with excellent writing skills in both languages
- Proficient in MS Office
- Very good organisational skills
- Thorough, motivated and honest
- Autonomous but with a good team spirit
- Strong interest in sport and more specifically in 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.

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.