



The UCI World Cycling Center, based in Aigle, is an exceptional, versatile sports facility. As a training center for the Union Cycliste Internationale (UCI), the UCI CMC houses a 200-meter wooden track, a Supercross BMX track, a pump track, and a BMX Freestyle park. Inaugurated in 2002, it welcomes many athletes from around the world every year, who dedicate all their energy to their sporting careers. The UCI CMC trains and develops about a hundred athletes per year in four Olympic disciplines (road, track, MTB, and BMX) and operates its sporting and professional facilities.

The Sport Development Department of the UCI World Cycling Centre is recruiting a:

## **Sport Development Department Assistant (100%)** **English-French**

### **Mission:**

The Sport Development Department Assistant coordinates the administrative and logistical aspects of athlete development programs. The role works in collaboration with UCI WCC coaches, internal departments, and external partners, ensuring programs run smoothly with athlete development as the core focus.

### **Main Responsibilities:**

- Coordinate the full athlete intake and departure process of UCI WCC athletes in liaison with National Federations
- Prepare and manage athlete-related documentation, including contracts, invitations, questionnaires, visa support letters, residence permits, accommodations
- Organise international travel, local transport and arrivals/departures for athletes and coaches, in coordination with UCI Travel and WCC Coaches.
- Arrange medical and accident insurance coverage and maintain related records.
- Schedule athlete medical screenings and follow-up appointments in collaboration with medical staff
- Process racing licenses for athletes and UCI WCC Staff (coaches, mechanics)
- Maintain accurate athlete records
- Support financial follow-up in collaboration with the UCI Finance Department
- Assist in the preparation, monitoring and reporting of program budgets
- Support the UCI WCC Director and Head of Sport Development with general administrative tasks.

### **Profile:**

- Holder of Commercial Apprenticeship certificate or equivalent
- Minimum 3 years' experience as an assistant in an international French English environment
- Fluency in spoken and written English and French
- Excellent administrative, organisational and logistical skills
- Ability to manage multiple priorities and deadlines in a dynamic environment
- Strong proficiency in MS 365 and modern digital tools
- Experience working in international and multicultural environments
- Knowledge and experience of international visa processes is a strong asset
- Strong interpersonal skills, team spirit and a service-oriented approach.

**Start date:** Starting 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](mailto:job@uci.ch)