

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. 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.

The UCI is looking for a:

## **Business Travel Consultant (80%)**

### **English – French**

### **Fixed-term assignment**

#### **Mission:**

Management of travel arrangements for employees, senior management, and any individuals travelling on behalf of the Union Cycliste Internationale (UCI) and the UCI World Cycling Centre (UCI WCC).

#### **Key responsibilities:**

- Booking individual business travel (GDS flights, low-cost airlines, train tickets, car rentals, and accommodation): analysing travel requests, researching the best available options at the most competitive rates, sending travel proposals to travellers, and finalising bookings
- Event travel coordination: managing participant lists and coordinating travel bookings with the various stakeholders responsible for the event
- Booking ancillary services: additional baggage, sports equipment transportation
- Verifying credit card statements.

#### **Profile:**

- Travel Agent qualification or an equivalent qualification
- Minimum of 3 to 5 years' experience in business travel management and reservations
- Proficiency in Amadeus
- Excellent command of both French and English, written and spoken. Additional language(s) an asset
- Strong customer service orientation
- Excellent organisational and prioritisation skills
- Accuracy and discretion
- Ability to work both autonomously and as part of a team
- Proactive and self-motivated
- Ability to work effectively under pressure and manage stress.

**Start date and assignment duration:** September 2026 to 31 October 2027.

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 send your application in English or French and supporting documents (covering letter, CV, employment references and qualifications) to the following address: [job@uci.ch](mailto:job@uci.ch)