

The Union Cycliste Internationale (UCI) was founded on 14th April 1900 in Paris and is the world governing body for cycling. The UCI's 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.

The UCI is seeking a:

Travel Agent

Fixed-term contract - 7 months

(100%)

Mission:

Management of business trips for staff members as well as all people (commissaires, officials, etc) required to travel for the Union Cycliste Internationale (UCI) and for the UCI World Cycling Centre (UCI WCC).

Main responsibilities:

- Booking airline tickets, rental cars and accommodation: analysing requests, searching for availabilities at the best price, sending offers to travellers and finalising the reservation
- Management of rooming lists during events such as UCI World Championships and World Cups (contact with hotels and organising committees)
- Regular collaboration with Carlson Wagonlit for issuing and revalidating airline tickets
- Verification of credit card statements.

Profile:

- Training as a travel agent or equivalent
- Confirmed experience in business travel, preferably within International Federations or in an international environment
- Very good knowledge of GDS Galileo
- Excellent command of English and French, written and spoken
- Strong customer service skills
- Sense of priority
- Precision and discretion
- Capable of working autonomously and within a team
- Sense of initiative
- Good management of stress and pressure.

Start date: April 2018 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.