

## **FIM Sports Department**

### **COMMISSION OF TRACK RACING (CCP) ASSISTANT**

**Full-time position (100%)  
Based in Mies (VD), Switzerland  
Start date: immediately or to be agreed**

#### **The FIM**

Founded in 1904, the Fédération Internationale de Motocyclisme (FIM) is an International Federation formed by 121 National Federations throughout the world and is recognised as the sole competent body in motorcycle sport by the International Olympic Committee (IOC). The FIM is the worldwide governing body for motorcycle sport and the global advocate for motorcycling. With some 50 World Championships organised under its aegis, the FIM works for the benefit of the sport and all its stakeholders.

The FIM Sports Department is looking for an organized and dynamic Assistant to support the CCP Commission's administrative and sporting activities. You will work under the supervision of the Sports Director and the FIM CCP Coordinator, to whom you will report. You will join a dedicated team responsible for the proper functioning and success of the CCP disciplines.

#### **The objectives of the position are as follows:**

The CCP Assistant will assist in the smooth operation of the CCP Commission by managing administrative tasks, coordinating events and documentation, and supporting the Commission in its daily activities. This role involves communication with various internal and external stakeholders and maintaining essential processes and documents to support the CCP Commission's objectives.

This includes liaising with various stakeholders, such as FMNs, CONUs, organizers, promoters, teams, and manufacturers. The role also involves planning and organizing meetings and seminars, creating and updating regulations, documentation and procedures.

#### **Your tasks in this position include the following:**

- Manage homologation reports for circuits and issue homologation licenses.
- Proofread and assist in preparing PowerPoint presentations for CCP seminars in English and French.
- Proofread and assist in preparing event manuals.
- Translate and manage questionnaires for seminars.
- Draft and update official CCP correspondence and information in both English and French.
- Prepare and regularly update event calendars and official appointments for the CCP Commission, ensuring access for relevant members.

- Create and publish CCP information letters, including procedural guidelines.
- Proofread, translate, and distribute CCP agendas and meeting minutes.
- Organize participant lists for various CCP events.
- Check participants' datas and licences.
- Prepare, review, and manage event-specific regulations and follow through with their publication.
- Generate statistics and conduct surveys as needed.
- Support CCP activities in the absence of the CCP Coordinator.

## **YOU OFFER**

- Commercial training or equivalent.
- At least a first significant experience in a company (internship or permanent position) in a similar role.
- Fluency in English and French; writing fluency is required in both languages.
- Oral and/or written knowledge of other languages is an asset.
- Professional experience in an international sports environment.
- Ability to work autonomously, compliance with deadlines and priorities, sense of initiative.
- Strong organizational skills with a high level of flexibility and stress resilience.
- Good command of Microsoft Office tools (Word, Excel, PowerPoint, and Outlook).
- Interest in sports and motorsports.
- Weekend work may be required during events, seminars, or meetings.
- Occasional travel for official meetings or seminars may be necessary.

## **Application Process**

Interested? Please send us your complete application (including cover letter, CV, and copies of your professional references and diplomas) via Job-Up platform by using the following [JobUp link](#).

**The FIM is an equal opportunity employer.**

Please note that CVs that do not meet the above requirements will not be considered and will not receive a response.