

FIM Sports Division

COMMISSION OF CIRCUIT RACING (CCR)

JUNIOR COORDINATOR

Full-time position (100%)

Based in Mies (VD), Switzerland

Start date: 4 January 2027

The FIM

Founded in 1904, the Fédération Internationale de Motocyclisme (FIM) is an International Federation formed by 125 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.

Your mission:

Reporting to the CCR Director, Sporting Manager and Coordinators, you will support the administrative and sporting activities of the Circuit Racing Commission (CCR), contributing to the smooth running of its disciplines, including FIM World Championships and Prizes.

Working closely with the CCR Director, Sporting Manager and Coordinators, you will support the preparation of meetings, seminars, regulations, sporting documentation and communications, while liaising with a wide range of internal and external stakeholders, including FMNs, CONUs, organisers, promoters, teams, riders and manufacturers.

We are looking for a well-organised and proactive person with strong communication skills and attention to detail, who enjoys working as part of a team and is motivated to contribute to the activities of international motorcycle sport.

Key responsibilities:

Administrative and Operational Support: Provide day-to-day administrative support to the CCR Director, Sporting Manager and Coordinators in the management of the Commission's activities.

Stakeholder Coordination: Participate in maintaining regular contact with FMNs, CONUs, organisers, promoters, teams, riders and manufacturers' associations and other stakeholders involved in the CCR disciplines.

Regulation Support: Assist in the drafting, updating and formatting of sporting regulations, procedures and official documents in French and English.

Meeting Organisation: Support the preparation and organisation of CCR meetings, prepare agendas and meeting documentation, draft minutes and follow up on agreed actions.

Procedure Preparation: Take part in preparing, updating, and managing documents and procedures used by the CCR inspectors.

Seminar and Event Support: Assist in the preparation of seminars, webinars, Superlicence seminars and other CCR events.

Nominations: Collaborate with all FIM stakeholders to establish and monitor the appointment of officials.

Communication Support: Contribute to the drafting and proofreading of communications and provide support to the Communication Division when required.

Project Support: Collaborate on various projects related to the development of CCR championships, disciplines and sporting activities.

General Division Support: Provide administrative support to the Sports Division and contribute to the continuous improvement of internal processes.

Your profile:

- ✓ Diploma or commercial vocational baccalaureate.
- ✓ 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.
- ✓ Willingness to travel occasionally (approximately 10–15 days per year).

Recruitment Process:

Interested? Please submit your complete application (cover letter, CV, copies of diplomas, and work certificates) via the JobUp platform using the following link: [JobUp link](#).

Please note that applications not meeting the above criteria will not be considered and will not receive a response.

The FIM promotes equal opportunities and diversity.