



Accreditation Target Group Coordinator

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Job information

Division / Unit: Operations / Event Overlay Production

Contract type: Fixed Term

Start date: 01.08.2023

End date: 31.08.2024

Location: Nyon

Main goal

The EURO 2024 Accreditation Target Group Coordinator plans the event registration and accreditation request processes for assigned target groups such as staff, suppliers, host broadcasters or photographers, and ensures that the target groups understand the procedures.

Key responsibilities

- Proactively assisting in the planning, development, implementation and management of an accreditation process for the EURO 2024 final draw and/or the final tournament for assigned target groups
- Developing accreditation procedures, forms and information for assigned target groups
- Preparing and/or delivering training to assigned target groups
- Functioning as account coordinator for assigned target groups and liaising with their representatives
- Identifying accreditation access privileges and quota requirements with target group representatives
- Coordinating the entry and processing of data in UEFA's event database
- Resolving issues and queries quickly, efficiently and with excellent customer service, including issues arising at the accreditation centres on-site
- Working closely with the whole accreditation team at all levels to ensure a smooth, integrated process for all accreditation operations
- Supporting the team and management as necessary and when requested
- Building strong relationships with internal and external stakeholders
- Taking the lead in and delivering assigned accreditation sub-projects
- Any other duties/events as defined by management

Profile

Experience required:

- from 1 to 3 years / in a relevant field (in an international company/organisation a major advantage)
- from 1 to 3 years / in project or customer relationship management
- from 1 to 3 years / in sports events (single sport ideally)



Education:

- Bachelor's or equivalent qualification in project management, customer relations, international business or similar field

Languages:

- English / Proficient
- German / Proficient

