



Event Logistics Coordinator

WE CARE ABOUT FOOTBALL

Job information

Division / Unit: Operations / Event Operations

Contract type: Permanent

Start date: 08.01.2024

Location: Nyon

Main goal

The Event Logistics Coordinator is responsible for coordinating shipping activities for UEFA's national team competitions, club competitions and the UEFA Congress, especially coordinating all ad hoc shipments from the UEFA headquarters in Nyon and its central warehouse in Belgium, as well as coordinating the logistics for the Europa League final.

The position-holder will also be responsible for the implementation of machinery and fence solutions for the UEFA Women's EURO.

Key responsibilities

The Event Logistics Coordinator's tasks will include:

- Coordinating all shipments to be organised from UEFA's warehouses in Aalst and Nyon for the following competitions:
 - . UEFA Women's EURO
 - . UEFA U21
 - . Futsal EURO
 - . UEFA Congress
 - . UEFA European qualifiers
 - . UEFA Nations League
 - . UEFA club competitions (UCL, UEL and UECL)
- Coordinating the needs assessment as well as the procurement of fences and forklifts for the UEFA Women's EURO and following up with the suppliers
- Coordinating the reception and storage of some equipment to be kept at the UEFA headquarters in Nyon
- Helping to manage and follow up on courier shipments for club competitions
- Working on-site to deliver shipping and warehouse activities at assigned events and finals (club competitions and national team competitions)

Profile

Experience required:



-
- from 4 to 6 years / In an international freight and logistics environment.
 - from 1 to 3 years / Working on events in an international environment.

Education:

- Bachelor's Event management, supply chain or business management.

Languages:

- English / Advanced
- French / Advanced

Additional requirements:

- MS Excel / Intermediate
- MS Outlook / Advanced
- MS PowerPoint / Intermediate
- MS Word / Advanced
- Project Management / Intermediate
- Good knowledge of European geography
- Energy and resilience
- A forklift driving licence would be an asset

