



# Disciplinary Services Assistant

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## Job information

Division / Unit: Integrity & Regulatory / Disciplinary

Contract type: Permanent

Start date: 01.12.2023 or as soon as possible

Location: Nyon

## Main goal

An Assistant in the Disciplinary unit of the Integrity and Regulatory Division provides administrative support for colleagues and ensures the proper implementation of the unit's administrative procedures and processes.

## Key responsibilities

- Organising meetings and hearings of UEFA's disciplinary bodies: issuing invitations, coordinating travel, transport and accommodation, preparing meeting rooms, booking interpreters, etc.;
- Coordinating the disciplinary validation of all UEFA matches, including post-match disciplinary correspondence with internal and external parties;
- Keeping up to date with the UEFA competition calendar and related regulations;
- Keeping UEFA's Football Administration Management Environment (FAME) up to date, entering all disciplinary decisions, publishing disciplinary decisions on the UEFA disciplinary website, and overseeing the electronic transfer of fines to the Finance Division;
- Assisting national associations and clubs with general disciplinary matters;
- Preparing disciplinary information and reports: final tournament letters, statistical reports, etc.;
- Providing support for various projects and events;
- Processing internal and external invoices, creating purchase orders and following up on payments.

## Profile

Experience required:

- From 2 to 3 years' experience as an assistant

Education:

- Legal firm - legal executive / paralegal / legal assistant

Languages:

- English / Proficient
- French / Proficient
- Working knowledge of German would be an asset



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Additional requirements:

- MS Office / Advanced
- Ability to organise meetings and events
- Carrying out duties independently and proactively
- Collaborative approach
- Good knowledge of football
- Willingness to work in an international environment
- Team spirit and good interpersonal skills
- Proactive

