



Match Services Assistant (80-100%)

WE CARE ABOUT FOOTBALL

Job information

Division / Unit: Football / Football Operations

Contract type: Permanent

Start date: 15.01.2024 or as soon as possible

Location: Nyon

Main goal

Are you a well-organised football enthusiast looking to work at the heart of the European game? Do you have an eye for detail, a good understanding of European football and excellent communication skills?

If so, we have an excellent opportunity for you to join our Football Operations unit.

The job of Match Services Assistant involves the following:

- Assisting with all matters related to kits for all UEFA competitions (playing and non-playing attires)
- Assisting with all matters related to player lists and player eligibility for all UEFA competitions
- Recognising and meeting match officials' needs in a service-oriented manner
- Assisting with the appointment and administration of UEFA match officers (delegates and venue directors)

Key responsibilities

Kits

- Ensuring the efficient coordination of the club and national team kit approval process
- Ensuring that teams submit the kit approval forms in the dedicated online tool on time
- Reviewing and approving the club and national team competition kit combinations submitted
- Maintaining an overview of physical kits received for all club and national team competitions and ensuring that kits are stored safely
- Assisting with pre-approval meetings with manufacturers for future kits to be used by the clubs and national teams

Player registration

- Assisting with player list deadlines according to the calendar and regulations of all competitions
- Providing daily support for clubs and national associations with regard to player lists and player eligibility
- Ensuring the player lists are in line with the competition regulations and are available to the clubs and national associations
- Checking the player lists to ensure compliance from all parties, including eligibility criteria, deadlines and follow-up
- Providing other units with support in the event of player registration queries (Competition Management, Disciplinary, Legal, Media, etc.).
- Ensuring smooth collaboration with the Match Operations colleagues
- Assist with ongoing ICT developments and contacts with ICT team for technical issues

Match officers

- Assisting with the appointment of delegates and venue directors (communicating appointments, coordinating travel, visa support, reporting, reimbursements)
- Assisting with the organisation of UEFA match officer workshops
- Assisting with all administrative tasks related to UEFA match officers

Profile

Experience required:

- From 1 to 3 years' experience in an international environment
- Working with large database systems
- Ideally, working on sports events or for a sports organisation

Education:

- Bachelor's business administration, sports management or another relevant field

Languages:

- English / Proficient
- French / Advanced
- Other languages would be an asset

Additional requirements:

- MS Office / Advanced
- Knowledge of and interest in football

