



Accommodation Specialist

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Job information

Division / Unit: Services / Travel, Accommodation & Conferences

Contract type: Permanent

Start date: 01.07.2024 or as soon as possible

Location: Nyon

Main goal

The Accommodation Specialist is in charge of sourcing, planning and operations in relation to hotels used for UEFA competitions and tournaments all over Europe and beyond, with a focus on the 2028 UEFA European Football Championship being staged in the UK and Ireland.

Key responsibilities

Conceptual and contractual phase:

- Establishing hotel concepts
- Sending requests for proposals to hotels
- Analysing offers
- Participating in the final selection of hotels
- Negotiating UEFA's terms and conditions with the selected hotels
- Overseeing the work of the accommodation agency, if and when one is appointed

Pre-event phase:

- Managing contracts
- Managing block bookings
- Collecting accommodation requirements from internal stakeholders and centralising hotel-related communication flows
- Initiating deposit payments in collaboration with UEFA's finance division
- Producing food and beverage forecasts and placing orders
- Producing documents and templates such as invoicing documents, daily running orders, etc.
- Liaising with internal competence centres and service providers (e.g. Event Transport, Signage, Guest Management, ICT, Event Logistics) to coordinate the delivery of services at UEFA hotels
- Coordinating the set-up of the hotels, including audiovisual equipment, signage and food and beverage arrangements, and ensuring their operational readiness



Event phase:

- Overseeing daily hotel operations on-site
- Dealing with last-minute changes
- Checking invoices from hotels daily in relation to larger-scale meetings or events
- Ensuring a consistent level of service for defined target groups

Profile

Experience required:

- From 2 to 4 years of relevant experience, preferably in hotel management at sports events

Education:

- Bachelor's in event, tourism, hotel or hospitality management

Languages:

- English / Proficient

Additional requirements:

- Budget Management / Advanced
- MS Office / Advanced
- Project Management / Advanced
- Willingness to travel and be on-site for events for several days in a row
- High stress tolerance
- Customer focus
- Solution-oriented mindset
- Excellent negotiation skills
- Team player

