



# Meetings & Conferences Coordinator

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## Job information

Division / Unit: Services / Travel, Accommodation & Conferences

Contract type: Permanent

Start date: 01.09.2024 or as soon as possible

Location: Nyon

## Main goal

Coordinating and organising all logistical aspects of meetings and conferences; on the UEFA campus in Nyon, Switzerland and in other European cities.

## Key responsibilities

- Liaising with internal clients to understand the logistical requirements of the various meetings and conferences organised by UEFA;
- Venue selection, including contract negotiation;
- Coordination with different partners (hotels, restaurants, transportation companies, catering, etc.);
- Budget management;
- On site presence when necessary to ensure the meeting/conference runs smoothly and efficiently.

## Profile

Experience required:

- At least 3 years' experience in the event/travel industry within an agency or company

Education:

Languages:

- English / Advanced
- French would be an asset

Additional requirements:

- MS Office / Advanced
- Good understanding of the event/hotel/travel industry
- At ease with figures
- Service-minded and solution-oriented
- Ability to remain calm under pressure and maintain a customer service mindset
- Proven ability to work in a team (internally and across units) as well as independently

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- Ability to communicate easily with people from different cultures and clients with wide-ranging expectations
  - Ability to prioritise workload
  - Willingness to travel

