

## **Job/role description - Venue Delivery and Warehouse Assistants**

### **Responsibilities**

As Venue Delivery and Warehouse assistant, your main responsibilities are to:

- Manage Event Logistics activities, as well as team shift schedule planning where needed.

### **Required Experience and Skills**

- Good understanding of English and ideally the main language of the country in which the venue is located;
- Basic knowledge of Microsoft Office;
- Possess a valid driving license for vehicles weighing up to 3.5 tons;
- Have no criminal record (UEFA accreditation requirement) and no active warning letters on HR record - background checks will be conducted.

### **Required Personal qualities**

- Able to work on several items simultaneously and prioritise appropriately, delegating tasks to the applicants when required;
- Able to work independently as per instructions given by UEFA;
- Possess a valid identification document.

### **Geographical requirements**

- The working location is the football stadium. Other than ones mentioned in your current contract, no extra travel costs will be reimbursed.

### **General requirements**

All applicants should meet the following requirements:

- Possess a valid work permit and visa for the country in which the site is Comply with rules, regulations, directions and restrictions applicable at the Venue
- Hold a valid driving license for the country in which the Venue is located
- Comply with all directions and instructions of UEFA in the performance of his or her role;
- No or minimal vacation booked throughout the assignment period;
- Agrees to respect and fully comply with all applicable local health and safety requirements & COVID-19 guidelines as instructed.

### **Working hours**

The working operational hours of the Venue Warehouse and Delivery Team can be scheduled from 7:00 to 18:00 every non-match day including weekends, and can be split in different shifts (subject to applicable laws), may be extended by UEFA as follows:

- a) 07:00 to 22.00 on match days where the match starts at 18:00 and;
- b) 07:00 to 01.00 (day +1) on match days where the match starts at 21:00.