

Job/role description - Venue Delivery and Warehouse Coordinator

Responsibilities

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

- Act as a representative for FedEx supporting Event Operations (EVOPS) at the Venue.
- Reports to Venue Delivery and Warehouse Manager (on-site report);
- Manage Event Logistics activities, as well as team shift schedule planning where needed;
- Oversee and regulates the delivery traffic at the Venue LOG Point in close coordination with the Venue security services;
- Support directly the Venue Delivery and Warehouse Manager wherever 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 Microsoft Office;
- Hold 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 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 the 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 Venue is located.
- 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.