



Concessions Coordinator LOS HPRO Green Projects

Job information

UEFA EURO Project: Hospitality Production

Job title: LOS Concessions Coordinator (2 per venue)

Hierarchy level: Coordinator

Full/part-time (%): 100%

Start date: 11/05/2020

End date:

Coordinator 1 -30/06/2020

Coordinator 2 - 03/07/2020

Project mission

The mission of Hospitality Production (HPRO) is to plan, implement and deliver the various hospitality programmes and catering services at a high level in accordance with agreed concepts and service levels.

The mission of the LOS Concession Coordinator is to assist the LOS Hospitality Venue Manager in the successful project management and operational implementation of the UEFA EURO 2020 concessions programme at his/her venue.

Key responsibilities

Communication and cooperation

- Close collaboration and cooperation with Commercial Operations (CMLO)
- Liaise and collaborate closely with the concessionaires venue team
- Main contact person for concessionaires and non-hospitality related catering programmes (youth programme, media, volunteers, teams, etc.) in the venue

Training

- Supervise the preparation and delivery of trainings for the on-site concessions team and the team for non-hospitality related catering programmes

Event-time responsibilities

- Assist in the project management and operational implementation of all concessions and non-hospitality related catering programmes
- Monitor on-site deliveries related to concessions
- Coordinate and assist in the delivery of all non-hospitality related catering programmes
- Assist in handling all concessions and non-hospitality related catering programme issues on MD

Administration

- Contribute to the reporting and debriefing in accordance with UEFA EURO 2020 requirements



Profile of successful candidate

Must-have requirements

- Experience in event/hospitality operations at major international events (ideally sports sector)
- Fluent in English (both oral and written) and in the local language of the venue
- High level of service-orientation, solution-oriented, team player with attention to detail
- Excellent communication and project management skills
- Used to work with concessionaires and suppliers

Background information and requirements regarding the cooperation between the LOS and UEFA as well as general rules of conduct

- These topics will be formalized in the cooperation agreement which will be signed between UEFA and each LOS
- Several points will be covered, such as general rules of conduct (e.g. as a representative of UEFA EURO 2020, the candidate needs to embrace UEFA's values such as respect and integrity) or requirements regarding project reporting (e.g. the candidate needs to comply with general guidelines in accordance with UEFA's programme management approach)

Applications must be submitted to: cristina.toma@euro2020.com. The application file must contain: a CV in English, EUROPASS format, a passport photo of the candidate as well and a motivation letter. Applications must be submitted by **15th January 2020**.