



LOS Hospitality Venue Coordinator

Job information

Job title: LOS Hospitality Venue Coordinator

Hierarchy level: Coordinator

Full/part-time (%): 100%

Start date: 11/05/2020*

End date: 29/06/2020*

(*) The dates may be modified.

Project misión

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 Hospitality Venue Coordinator is to assist the LOS Hospitality Venue Manager in the implementation of the UEFA EURO 2020 hospitality and catering programmes at his/her venue.

Key responsibilities

Communication and cooperation

- 🌀 Close collaboration and cooperation with the LOS Hospitality Venue Manager.
- 🌀 Liaise with the relevant counterparts at UEFA, the LOS venue team and the stadium operator.
- 🌀 Liaise with all third parties in order to ensure permanent, consistent and smooth implementation.
- 🌀 HPRO workforce responsibilities.
- 🌀 Prepare the documentation used for the training of suppliers, hostesses and volunteers.
- 🌀 Participate in the training of suppliers, hostesses and volunteers.
- 🌀 Monitor the activity of the volunteers and report any issues to the volunteer manager.
- 🌀 Event-time responsibilities.
- 🌀 Assist the LOS Hospitality Venue Manager in the management of the operational implementation of the VIP, sponsor and corporate hospitality programmes in the venue.
- 🌀 Assist the LOS Hospitality Venue Manager in the on-site guest management.
- 🌀 Assist in monitoring the on-site deliveries of all hospitality and catering related deliveries.
- 🌀 Assist in handling all guests related hospitality issues on MD.
- 🌀 Ensure catering service is permanently running as expected and rules are followed-up accordingly under LOS Hospitality Venue Manager's supervision.
- 🌀 Supervise staff bistro operations.



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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).
- ☼ University degree.
- ☼ 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 skills.
- ☼ Used to work with suppliers and external stakeholders.
- ☼ Valid work permit.

Additional requirements

- ☼ Any other language an asset.