



LOS Venue Logistics Assistant

Job information

Job title: LOS Venue Logistics Assistant (4 positions per venue)

Hierarchy level: Assistant

Full/part-time (%): 100%

Start date: 06/05/2020*

End date: 04/07/2020*

(*) The dates may be modified.

Project misión

The mission of the Venue Logistics (VLOG) project is to manage the venue offices and oversee staff service needs on-site, thereby providing a comprehensive venue logistics service at the UEFA EURO 2020 venue.

Based in the main venue offices, the LOS Venue Logistics Assistant will work with the Venue Logistics Manager and team, as well as other key EURO 2020 venue teams on-site, to ensure that the stadium and its surrounding areas are ready to receive everyone involved with the tournament. Each venue will have four LOS Venue Logistics Assistants, trained on-site and supported by the LOS, the Venue Logistics Manager, and the LOS Venue Logistics Coordinator.

The Venue Logistics team will be responsible for overseeing the set-up and running of the various EURO offices, taking delivery of furniture and office supplies, helping to turn each stadium into a working EURO venue. They will also oversee the day-to-day on-site logistical requirements for staff, including accommodation, uniform, transport and break areas, and will manage general office responsibilities, such as troubleshooting, office storage and petty cash usage.

Key responsibilities

The LOS Venue Logistics Assistant will provide a range of services to the Venue Logistics team, from assisting with the set up of offices and break areas, to driving the Venue Logistics fleet vehicles to local shops in order to purchase essential supplies. Key tasks include:

- 🌀 Provide Assist with the set-up, storage of spares, and post-event collection of office furniture.
- 🌀 Distribute the 'starter' office kit containing office supplies for all venue offices; help with the ordering and distribution of re-supplies.
- 🌀 Set-up staff break areas to provide hot and cold drinks and snacks to staff; shopping for resupplies; keep the areas clean and restocked.
- 🌀 Staff the EURO 2020 uniform distribution centre, hand out staff uniforms; keep the facility, and stock of spares, tidy and in good order.
- 🌀 Drive and maintain the Venue Logistics fleet vehicles (2-4 vehicles); ensure that the vehicles are kept clean, regularly refueled and display the correct parking and access passes; keep a log of all journeys undertaken in the log book; read, understand and sign the fleet policy and relevant documents.
- 🌀 Drive staff to and from the hotel and venue prior to the start of the venue shuttle buses; drive staff to meetings held off-venue.



LOS Venue Logistics Assistant

- ⚙️ Know the layout of the venue, including the location and regulations for parking and drop off / pick-up points for vehicles and pedestrians on match days and non-match days.
- ⚙️ Liaise with the local EURO staff hotels, assist with large group check-ins/outs to ensure a smooth and fast process; create and place notices in hotel lobbies with information for staff, such as venue shuttle timetables, or public transport information.
- ⚙️ Support the venue petty cash/credit card process by shopping for last-minute, essential items, and distribute them to the relevant projects; keep accurate records of expenses.
- ⚙️ Use FAME, the database containing the EURO 2020 staffing plan, to download reports detailing daily staff arrivals/departures, staff numbers per venue on any given day, hotel rooming lists etc.
- ⚙️ Conduct venue tours for key new staff, introduce them to colleagues and provide them with arrival information sheets (prepared by the Venue Logistics team) containing essential information for working and staying in the host city.
- ⚙️ Collect and deliver post and parcels via the agreed delivery system on-site.
- ⚙️ Fetch and carry items, such as uniform packs, furniture, office supplies and drinks.
- ⚙️ Carry out general administrative tasks such as filing, photocopying, printing and creating basic documents.
- ⚙️ Work closely with the Broadcast Logistics team, based in the broadcast compound, and the Delivery & Warehouse team, based at the Logistics point and Logistics compound, with relevant staff services, deliveries and storage.
- ⚙️ Regular reporting in accordance with UEFA EURO 2020 requirements and follow administrative processes as required as a team leader.

The above list is not exhaustive and may include other tasks. LOS Venue Logistics Assistants must therefore be flexible in terms of their duties.

Profile of successful candidate

Must-have requirements

- ⚙️ Good level of English (both oral and written) and highly proficient in the local language of the venue.
- ⚙️ Knowledge of the relevant EURO 2020 host city and its surroundings.
- ⚙️ Enthusiasm and willingness to take on a wide range of tasks.
- ⚙️ Good organisational and time-management skills.
- ⚙️ Calm in busy, potentially stressful, situations.
- ⚙️ Experience of general administrative work.
- ⚙️ Safe, confident driver, including driving people-carriers, and holder of a valid driving license.
- ⚙️ Valid work permit.

Additional requirements

- ⚙️ Enjoys working as part of a team.



LOS Venue Logistics Assistant

- ✿ Has worked or volunteered at events.
- ✿ Commitment to the project and team for the entire period.
- ✿ Good working knowledge of Excel, Word and event databases.