



Fleet & Bus Operations Coordinator

Job information

Job title: LOS Fleet & Bus Operations Coordinator

Hierarchy level: Coordinator

Full/part-time (%): 100%

Start date: 06/01/2020 (*)

End date: 10/07/2020 (*)

(*) The dates may be modified.

Project misión

The mission of Event Transport (ETRN) is to provide safe, secure and reliable passenger transportation to specific target groups and to enforce seamless vehicle access and parking operations at the stadium.

The LOS Fleet & Bus Operations Coordinator will be responsible for the implementation of fleet and bus systems for the delivery event transport operations in a host city. This role reports directly to the LOS Event Transport Manager .

Key responsibilities

Communication and cooperation

- Act as the main contact person for all fleet and bus operations stakeholders, including VIK (value in kind) and service providers
- Regular liaison with LOS ETRN Manager and to UEFA ETRN Fleet & Bus Operations Domain Coordinator
- Cooperate closely with event service providers on-site in order to guarantee the fulfillment of service requirements

ETRN workforce responsibilities

- Support the recruitment of Fleet & Bus Operations staff in the Host City
- Lead the Fleet & Bus Operations in the Host City
- Implement and adapt all fleet and bus operational processes and procedures in accordance to guidelines from UEFA and Service Level Agreements

Event-time responsibilities

- Coordinate the provision of fleet services in the Host City
- Responsible for processing transfer requests data in FAME and EGON (EURO Ground Operations Network - Dispatch Tool)
- Ensure provision of transfer services



Fleet & Bus Operations Coordinator

- 🌀 Ensure operational readiness of car fleet
- 🌀 Implement fleet compound policies and procedures for staff and volunteers
- 🌀 Implement fleet support services in the Host City (fuel, washing, replacement and repairs)
- 🌀 Coordinate the provision of bus services in the Host City
- 🌀 Ensure proper data collection of all fleet and bus related services in accordance to UEFA requirements

Administration

- 🌀 Support LOS ETRN Manager on the implementation and follow-up of project plans
- 🌀 Apply procedures with regards to cost control and supplier management in line with project guidelines

Profile of successful candidate

Must-have requirements

- 🌀 Full professional proficiency in English (both oral and written) and in the local language of the venue
- 🌀 At least one year experience working on a team
- 🌀 One to two years' experience working in transport operations
- 🌀 Excellent project management skills
- 🌀 Service and solution oriented
- 🌀 Excellent communication skills

Additional requirements

- 🌀 Experience in guest management operations and customer service
- 🌀 Strong leadership skills
- 🌀 Negotiating skills
- 🌀 Experience in managing suppliers
- 🌀 Able to demonstrate ability to deliver complex projects within scope and budget and to non-negotiable deadlines
- 🌀 Drivers licence B