



Fleet Compound Supervisor

Job information

Job title: LOS Fleet Compound Supervisor

Hierarchy level: Coordinator

Full/part-time (%): 100%

Start date: 02/03/2020 (*)

End date: 03/07/2020 (*)

(*) 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 Compound Supervisor will be responsible for the implementation of fleet operations for the delivery event transport operations in a Host City. This role reports to the LOS Fleet & Bus Coordinator.

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
- Cooperate closely with event service providers on-site in order to guarantee the fulfillment of service requirements

ETRN workforce responsibilities

- Lead the daily operations at the fleet compound 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
- Monitor of the activity of drivers and volunteer workforce (according to the guidelines of the volunteer programme) at the fleet compound

Event-time responsibilities

- Lead 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
- Ensure operational readiness of car fleet



Fleet Compound Supervisor

- 🌀 Implement fleet compound policies and procedures for staff and volunteers
- 🌀 Implement fleet support services in the Host City (fuel, washing, replacement and repairs)
- 🌀 Ensure proper data collection of all fleet 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
- 🌀 Service and solution oriented
- 🌀 Excellent communication skills

Additional requirements

- 🌀 Experience in guest management operations and customer service
- 🌀 Strong leadership 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