



UITP (International Association of Public Transport) is a passionate champion of sustainable urban mobility and is the only worldwide network to bring together all public transport stakeholders and all sustainable transport modes. We have more than 1,700 member companies coming from 100 countries. Our members are public transport authorities and operators, policy decision-makers, research institutes and the public transport supply and service industry.

We are currently looking for a:

## EVENTS LOGISTIC ASSISTANT

To join our Events Team and work under supervision of the Director of Events Operations Unit

### RESPONSIBILITIES

Manage and handle all phases of the logistic of UITP's international in-person, hybrid and digital events, ranging from small size (10-100 attendees), medium (100-500 attendees) to UITP Summit (+2500 attendees).

This includes including, but not limited to:

- Finding and coordinating with the event location
- RFP and contracts negotiation with suppliers (audio-visual/catering /interpreters/ social events...) and ensuring the implementation is done efficiently
- Coordinating and contracting guards/hostess/students,
- Coordination of the local host helpers
- Coordination and management of the following tasks:
  - RFP and contract of accommodation agency – Securing and selecting hotels
  - Setting-up of signage in consultation with the marketing and Exhibition unit
  - Coordinating with other colleagues in conducting side event programs
  - Responding to special VIPs needs/requests
  - Responding to colleagues' needs for specific activities – Y4PT, Premium lounge,...
- Proposing and revising logistic budget

### Digital events:

- Liaising with audio-visual suppliers and digital platform provider to ensure seamless event production
- Work alongside the technical producer and project team to identify obstacles to technical completion
- In the framework of a hybrid event, ensure consistency in the technical equipment need for onsite and virtual broadcasting
- Ensure, when requested, technical solution to provide interpretation in a digital environment

- Provide basic reporting numbers and analytics to the project team meeting and upon request
- Partake test for event platform and record testing results in details
- Troubleshoot technical issues with colleagues and end users
- Be agile and have an open mindset to create a compelling experience

## PROFILE

- A professional experience in the organisation of events (e.g. workshops, seminars or conferences), in particular in a multicultural environment
- Fluent written and spoken English and French
- Proficient user of Microsoft tools, especially Excel
- Ready to travel internationally
- Excellent analytical, organisational and problem-solving skills
- Creative and used to thinking outside the box
- Great attention to detail
- Ability to work effectively under tight deadlines in a highly dynamic work environment
- Ability to handle many simultaneous tasks while delivering high-quality work
- Excellent interpersonal and collaboration skills: ability to work both independently and as a valuable team player
- High level of customer focus and action-oriented
- Excellent networker
- Able to handle stress and remain calm

UITP offers an opportunity to work in a dynamic and international environment and contacts with its members worldwide.

Deadline for application: 10/12/2020

Starting date: Early 2021