



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 REGISTRATION ASSISTANT

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

RESPONSIBILITIES

Your responsibilities will be to manage registrations 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 handling of all phases of registration including:

- Set and manage registration, allowing compelling experience, whatever the format be
- Work closely with the marketing unit to create powerful messages and develop customised communication (email and phone), adapt messages as per the type of event format and attendee profile.
- Plan the registration in accordance with the project timeline
- Follow-up on payments with support of the accounting unit
- Create badges
- Prepare registration reports for the project team: Ensure consistency in the data collected and provide consolidated data in the framework of a hybrid event
- Support ad-hoc duties at events including, but not limited to, guest list management, VIPs welcoming, coordination of attendees' give-away
- Supervise a registration team when applicable
- Manage onsite the registration desk
- Events Logistic organisation which includes contracting suppliers for UITP events and make sure that the implementation is done efficiently

PROFILE

- Excellent written and spoken French and English, other languages are an asset
- In depth knowledge of *Aventri* registration platform is an asset

- A professional experience in the organisation of events (e.g. workshops, seminars or conferences), in particular in a multicultural environment with special focus on registrations is an asset
- IT literate, Proficient user of Microsoft365 packages, especially Excel
- Ready to travel internationally and attend both internal and external events
- 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, able to handle stress and remain calm
- 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

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