

Job Description

Entity: World Meeting of Families 2018 Ltd.	
Job Title: Event Services and Logistics Coordinator	Job Holder: Vacant
Job Location: WMOF2018 Office, Holy Cross Diocesan Centre, Clonliffe Rd., Dublin 3, Ireland	
Reports to: Senior Event Services and Logistics Coordinator	

Job Purpose:

The Event Services and Logistics Coordinator will be responsible for supporting the management and delivery of an efficient and effective logistics service for the successful implementation of the World Meeting of Families 2018 Events. This will include the support of process for planning, purchasing and supply of goods and services for the WMOF2018

Principal Accountabilities:

	Support the administration of activities involved with procuring goods and services for all WMOF2018 Events Departments including merchandising
	Work with the Senior Event Services and Logistics Coordinator and other senior staff to establish a preferred list of services and supplies required by the various departments and committees for the World Meeting of Families 2018
	Assist with the planning of venue space management including the delivery, distribution, warehousing and retail areas for the World Meeting
	Identification of storage and distribution of products needed e.g. volunteer uniforms, pilgrim welcome packs etc. Coordinate the merchandising and warehousing requirements in the lead up to the World Meeting.
	Support the full end to end procurement function, vendor identification, vendor selection, negotiation, contract management and vendor performance.
	Review and summarise bid proposals with recommendations which will support the process for the General Manager or other Senior staff to negotiate contractual arrangements with suppliers for all products and services.
	Ensure delivery of services and products have been received as agreed and maintain appropriate procurement records.
	Prepare purchase orders and general reports internally
	Some products and services may be supplied on a pro bono basis or as part of a sponsorship agreement. Delivery of the supply from these sources as with purchased good and services will also be included.
	Work with Senior Event Services Coordinator and the finance department to ensure all accounts documentation has been received and correctly presented for payment.
	Provide assistance and support to the Senior Event Services Coordinator, other staff or WMOF2018 volunteers in other functional area roles on the WMOF2018 as need warrants and time permits.

The above contains the main outline of duties. However it is inevitable that tasks may arise which do not fall within the remit of the above list of main duties. Employees are therefore required to respond with a flexible approach when ad hoc tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of an employee's job, the Job Description will be amended to reflect this.

Job holder Entry Requirements:

Knowledge (Education & Related Experience):

- A third level qualification in purchasing or business management or relevant work experience.
- Experience of goods and service purchasing and management of distribution
- IT Literacy – MS Word, Excel, Internet Explorer, Outlook and Access / Database Proven knowledge of the Festival and Events industry
- Commitment to the ethos and objectives of the World Meeting of Families
- Fluent Written & Spoken English is essential
- Other languages would be beneficial

Key Behaviours:

- Capacity to assess, balance and respond effectively to the concerns of multiple stake-holders
- Capacity to remain calm under pressure while delivering to a very tight time path
- Ability to work as part of a team and on own initiative
- Commitment to best practice in safeguarding and child-protection

Key Skills:

- Excellent Administration skills
- Excellent attention to detail required
- Excellent organisational skills
- Excellent verbal and written communication skills
- Ability to assess problems, to report the issues and suggest solutions

Key Relationships

Internal:	External:
General Secretary General Manager Senior Event Services Coordinator Senior Staff of WMOF2018	Suppliers and contractors Sponsors Volunteers Parishes General Public