



## **LOGISTICS AND OPERATIONS COORDINATOR - INTERNSHIP**

### **In short**

As a logistics and operations coordinator, you'll play an important role in the operation team. You'll be involved in the logistics of the event, including transportation, and equipment rental. The logistics coordinator plays a crucial role in the success of the events. You'll work collaboratively with the event organizers, volunteers and stakeholders to ensure that the event runs smoothly. Your role is crucial to the company's success, and your contributions will be highly valued.

### **WHAT THE VERBIERE BIKE FESTIVAL**

The Verbiere Bike Festival (VBF) team is comprised of 10-15 young and passionate staff based near Lausanne, Switzerland. This team is organizing the Verbiere Bike Festival which has been launched in August 2019 with the aim to become the largest European MTB festival. It's a mass event, accessible to everyone - from 7 to 77 - who want to discover and ride a Bike in the most attractive formats: bikes tests, discovery tours, adventure races, kids race, ... The whole industry of MTB is represented and is participating in the 4 days of bike Tests, animations, and sportive challenges.

The work environment is dynamic and occasionally disorganized but encourages proactivity and the sharing of new ideas regardless of position or background, all with a focus on the big picture in which everyone plays a crucial role. Micro-management and hierarchy are not part of our vocabulary, and the status quo gives us nightmares. Telework and flexible work arrangements are promoted, though physical teamwork is also emphasized as necessary for success.

### **Meet the Team**

The operation team plays a crucial role in planning, organizing, and executing successful event. Their primary responsibility is to ensure that all aspects of the event run smoothly and efficiently, from the initial planning stages to the final execution.

If you're looking for an environment where ideas (not always the smartest) are flying around, and where you can participate in international projects with a real impact, then this

opportunity is for you! If you enjoy challenging the status quo and hearing "We've always done it this way" makes you jump out of your skin, even better!

The Verbier Bike Festival Operation team is composed of passionate and hardworking individuals from different cultures and backgrounds who work together towards a common vision. Expect a hard-working team that enjoys the after-bike.

### **CONTRACT – Logistics & Operations Coordinator**

We are seeking an intern, whose mission will be to assist the Verbier Bike Festival Operations Team in various area (see details below), taking part in the following missions.

This position requires a multi-skills profile as tasks to be done are various.

#### **YOUR MISSIONS :**

##### **1. LOGISTIC**

- VBF operations stock management (inventory, material repair, test and developments)
- On-site material coordination (preparation, dispatch, installation and dismantling)
- Security plan development (radio management, plans, etc.)

##### **2. VBF BRANDING**

- Search for new branding & signage developments
- Branding & signage production and delivery planning
- Coordination with account management team for branding plans

##### **3. PARTNERS BRANDING**

- Delivery organisation in collaboration with Account management team
- Material inventory, test and return plan

##### **4. TRAILS**

- Help on site for signage depending on availability (pre-event)
- Trails app management

##### **5. FOOD STOPS**

- Definition of general concept (including animations)
- Definition of F&B needs and orders
- Onsite management (food dispatch, volunteers turnover, ...)

## **6. GENERAL SUPPORT**

- Operation maintenance of the head quarter

### **Personal Profile and mindset**

- Student/Graduate or University Degree in Business or Sports / Project Management
- Fluent in **French & English**
- Experiences at events (ideally on an international basis) are an asset
- Open-minded, diplomatic, rigorous and pro-active
- Remains composed under pressure
- Able to work well in a small team, meaning to take responsibility and be autonomous & flexible
- Interest / understandings in Outdoor Sports in a plus
- Willing to work intensively, but especially during the last month before the event
- Recognizes and accepts that during event the demands can be 24x7
- Valid driving license

### **Compensation**

- Base salary: CHF 1000.- /month
- Flexible working schedule
- Travel and phone costs covered
- Work in a unique, entrepreneurial and creative environment where everyone makes a real difference.

### **Duration:**

- from 16<sup>th</sup> June 2025 to August 31<sup>st</sup>, 2025

Apply through this link: <https://tally.so/r/mJq5gJ>